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DEHATI PUSTAK BHANDAR,

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II

printed at Arya Offset Press Daya Basti, Delhi

A.B. Able-bodied seaman
a/c. Account.
A.D., *anno Domini* = In the year of our Lord (e g A.D 1900)
ad lib. At pleasure as long as one likes.
a.m., *ante meridiem* = Before midday
amp Ampère
Anon. Anonymous by an unknown author
Bart. Baronet
B.C. Before Christ (e.g In the year 55 B.C)
Bros Brothers
C. Centigrade (thermometer)
c., ca., *circa* = about
C.A. Chartered Accountant.
Capt. Captain.
c.c. Cubic centimetre(s)
cf. Compare
circa. About.
cm. Centimetre(s)
C O Commanding Officer
Co. Company
c/o. Care of = at the address of
Col. Colonel.
Coy Company
curt. This month
cwt Hundredweight
d. Penny pence (e g 7d)
do., *ditto* = The same as above
Dr Doctor
D V., *Deo volente* = If God is willing.
E. East
e g., *exempli gratia* = For example
Eng English
E.R *Elizabeth Regina* i e Queen Elizabeth
Esq Esquire (a title of respect)
etc And so on and other things of the same kind —often written &c
et seq And the following
Fahr Fahrenheit (thermometer)
Fr French **ft** Foot (feet)
G B. Great Britain
G C., G.M. George Cross Medal
G C.E General Certificate of Education
gm Gram(me)
G.P.O General Post Office
H.C.F Highest Common Factor
H.H. His (or Her) Highness.
H.M. His (or Her) Majesty

H.M.I.(S.) Her Majesty s Inspector (of Schools)
h.p. Horse-power (see **horse** in Dictionary)
H.M.S. Her Majesty s Ship (used for warships only)
H.R.H. His (or Her) Royal Highness
ib., ibid. In the same place or book.
i.e., *id est* = That is that means.
in. Inch(es)
inst. This month.
IOU I owe you (see Dictionary)
K.C. King s Counsel (lawyer of high rank) **Q.C.** Queen s Counsel.
Kt. Knight
l. or £, a money pound (e g £5)
L. Lat. Latin
lb. The sign for pound weight.
L.C C London County Council
L.C.M. Least common multiple
Lieut. Lieutenant.
L.S D., £ s d Pounds shillings, and pence
Ltd Limited
M Monsieur (French for *Mr*)
M C. Master of Ceremonies a holder of the Military Cross
M C C Marylebone Cricket Club
memo memorandum
Messrs *Messieurs* (= Gentlemen) *pl* of *Monsieur*
Mlle. *Mademoiselle* (French for *Miss*)
Mme *Madame* (French for *Mrs*)
M O H. Medical Officer of Health
M.P Member of Parliament Military Police
m.p.h. Miles per hour
Mr Short for *Master*
Mrs. Short for *Mistress*
MS. Manuscript :—*pl.* MSS.
N North —**N.B.** North Britain.
N.B., *nota bene* = note well.
N.F.S. National Fire Service.
N.I. Northern Ireland
N.S.W New South Wales.
N.Z. New Zealand
Non.-com. Non-commissioned officer (e.g sergeant, corporal)
No. Number :—*pl* Nos.
ob., obit. Died
O B.E. Officer of (the Order of) the British Empire
O.H.M.S. On Her Majesty s Service.
oz. Ounce(s)
p. Page :—*pl.* pp.
P C. Privy Councillor (i.e a member of the Queen s Privy Council) police constable
p c. Postcard ; per cent.
P.E. Physical education
per cent. Out of every hundred
p m., *post meridiem* = After midday
P O Post Office ; Postal Order
pro tem. For the time being
prox. Next month
P.S., *post scriptum* = Written afterwards (see postscript)
P T Physical training
P T O Please turn over
Q C. See K C
q v See that word (e g **Xmas,** short for Christmas *q v.,* means that the word *Christmas* should be looked up)
R.A. (Member of) the Royal Academy (a high title for artists)
R.A.F Royal Air Force
R.C Roman Catholic
Rev Reverend (a clergyman s title)
R I.P May he (or she) rest in peace
R.M.S Royal Mail Steamer
R N Royal Navy
R.S.V.P *Please reply*
Rt. Hon. Right Honourable (a title given to certain statesmen, etc)
S Saint ; South
s Shilling(s) **sc.** Namely
Scot Scottish.
SOS Distress signal (not an abbreviation)
S.P C.A Society for the Prevention of Cruelty to Animals
S P C.C Society for the Prevention of Cruelty to Children
S.S. Steamship
St. Saint street stone (14 lbs.)
TV Television
U.K. United Kingdom (of Great Britain and Northern Ireland)
ult Last month.
U.N O United Nations Organisation.
U.S.A. United States of America.
U.S.S.R. Union of Soviet Socialist Republics (i.e Russia)
v See
V C. A holder of the Victoria Cross
viz. Namely (see Dictionary)
W West.
W.D War Department.
Y.M.C.A. Young Men s Christian Association.
Y W.C.A. Young Women s Christian Association.

SOME COMMON ROOTS

Many words in our language have as their foundation a word which has been borrowed from another language This borrowed word is called a 'root' because our word has grown from it. The following list contains a few of the chief Latin and Greek roots.

(L.=Latin; G =Greek.)

Root	Meaning	Example
annus	(L.) a year	annual annuity
aqua	(L.) water	aquarium, aqueduct
arithmos	(G) a number	arithmetic
astron	(G) a star	astronomy
audio	(L.) I hear	audience audible
capio	(L.) I take	captive accept
caput	(L.) a head	captain, capital
centum	(L.) a hundred	century
curro	(L.) I run	course excursion
decem	(L.) ten	decimal decimate
demos	(G) people	democracy
dens	(L.) a tooth	dentist dental
dico	(L.) I say	edict dictionary
dominus	(L.) a lord	dominion, dominate
duco	(L.) I lead	conduct, duke
duo	(L.) two	dual, duet
erro	(L.) I wander	error
facio	(L.) I do make	factor fact, effect
fortis	(L.) strong	fort, effort
frango	(L.) I break	fraction fragile
ge	(G) the earth	geography geology
genus	(L.) kind	gender general
gradus	(L.) a step	grade gradual
grapho	(G) I write	geography graphic
gravis	(L.) heavy serious	grave aggravate
insula	(L) an island	peninsula (=almost an island)
jaceo	(L.) I throw	eject deject
jungo	(L.) I join	junction
juvenis	(L.) young	juvenile junior
kuklos	(G) a circle	cycle cyclone
lego	(L.) I read	lecture lesson
	I gather	collect select
liber	(L.) free	liberate
liber	(L.) a book	library
locus	(L.) a place	local, dislocate
logos	(G) a word	prologue catalogue
magnus	(L.) great	magnify
metron	(G) a measure	metre geometry
mitto	(L.) I send	mission, submit
navis	(L.) a ship	naval navigate
novus	(L.) new	novel, renovate
pendo	(L) I hang	suspend, pendant
pes	(L.) a foot	pedal pedestrian
phone	(G) a voice	telephone (=a voice from afar)
pono	(L.) I place	deposit, position
porto	(L) I carry	porter portable export report
primus	(L.) first	primitive primer
quattuor	(L) four	quadruped quadrangle
rumpo	(L.) I break	interrupt
scribo	(L.) I write	describe scripture
seco	(L.) I cut	section dissect
senex	(L.) old	senior
skopos	(G) a view	telescope (=a view from afar)
tendo	(L.) I stretch	extend, tent
traho	(L.) I drag pull	tractor attraction
unus	(L.) one	union unite
video	(L.) I see	vision revise
vinco	(L.) I conquer	victor invincible
vivo	(L.) I live	vital, survive
volvo	(L.) I turn	revolve revolver
zoon	(G) an animal	zoology zoo

IV

PREFACE

Thirty day's *Speedily English Self Letter-Drafting Course* is a unique book of its kind There are hundreds of books on the subject available in the market but the book in question is the best and the cheapest and most useful that has ever been published It contains letters and applications on various subjects namely Private & Personal letters, Wedding letters Official letters Business letters letters to editors and congratulations sympathy and complaints including application for jobs etc

The language of these letters and applications is very simple lucid and impressive that even a lay man can easily understand it Every possible effort has been made to make it self contained exhaustive and illustrative

The aforesaid book is very useful for one and all whether he is a businessman or a serviceman a student of a school or a college

Besides this, it contains Business Terminology Phrases & Idioms most appropriate with the subjects contained in this book The Phrases and idioms have been explained with their meanings and usages in sentences It also contains words confused and mis spilt to avoid pit falls in writings

It can be said authoritatively & confidently that the book in question is a boon to whosoever will possess it

It will be advantageous to all students if the authorities concern approve it as text book or a guide for educational institutions

Suggestions for the improvement are most welcomed from our readers from all corners We are highly indebted to Shri Radhey Shyam Gupta who has extended his best co-operation in compilation consolidation and editing of this book and offer our thanks

We shall be grateful, if any, errors, ommissions and other suggestions are brought to our notice for improvement of this book

AU

CONTENTS

1 A Letters to Editor of News Papers

1 A letter to the Editor of Hindustan Times about the short inadequate supply of water

F-10/17 Model Town
Delhi
Date 10 June 1982

To

The Editor,
The Hindustan Times
New Delhi

Sir,

It will be very kind of you if you allow me to draw the attention of the Municipal Corporation through your esteemed paper regarding insufficient and short supply of water in our locality

It is one of the most important duty of the Corporation to provide essential civic amenities to the citizen who pay taxes in lieu there of

It is really deplorable on the part of the Municipal authorities to ignore the legitimate demands of the citizens They sleep over their problems and fail to make necessary arrangement for adequate supply of water and electricity which is the basic need of the people these days

Due to the shortage of supply of water there are frequent quarrel on the public water taps There is a long queue of ladies on these water taps and they get a small quantity of water which is quite insufficient to meet their domestic needs All this leads to frequent quarrels

The higher authorities must be moved in this regard and do the needful and find out a permanent solution of this problem They must make proper arrangement and earn a good name for the corporation They should make every possible effort to redress the grievances of the citizens

Thanking you

Yours faithfully,
HARI SHANKAR

2 A letter to the Editor regarding evils of begging

Subzi Mandi
Delhi
Date 20 July 1982

To

The Editor,
The Tribune
Chandigarh

Sir

I request you to publish a few lines in your Newspaper under the column Letter to the Editor" regarding evils of begging

Begging is a great evil in the society It is an admitted fact that India is not a rich country but begging is no profession The people should work to earn their living It should be discouraged It is a crime It makes men lazy and they fall a victim of many evil habits *The attention of the Government should drawn towards it for some special action*

Thanking you

Yours faithfully
UMA SHANKER

3 **A letter to Editor Times of India New Delhi regarding insanitation of the locality** /

2530 New Seelampur,
Delhi
Date 15 July 1982

To

The Editor
The Times of India,
New Delhi

Sir,

Permit me to draw the attention of the Municipal Corporation Delhi through Columns of your renowned paper regarding insanitary condition of our locality There is no proper arrangement of the drainage and underground sewers As a result of this the water collects in small parts and has become a breeding place for mosquitoes The place has become malarious and the health of the people of this locality has been adversely affected

During rainy season the people have to walk in kneep deep dirty and filty water The Health Officer of one zone was personally contacted by the people but no fruitful result was achieved The colony has become a mini hell in the Capital The people have been leading a very miserable life Words fail me to express their misery If this state of condition continues the inhabitants of the locality will fall a victim to epademic diseases The higher authorities should take immediate steps and final out a suitabe solution of this problem and save the people from the clutches of death

Thanking you

Yours faithfully
ROSHAN LAL MEHRA

4 **A letter to the Editor of a newspaper drawing the attention of the authorities to the increasing number of dacoities murders and lawlessness**

16 A Kamla Nagar
Delhi
Date 21 August 1982

To The Editor
The Indian Express
New Delhi

Sir

Through your esteemed paper I want to draw the attention of the Government towards the lawlessness prevailing in the Capital It is really deplorable that dacoities murders are being committed in the broad day light under the nose of the police authorities The criminals roam here and there freely and go scot free having committedthe crime The life of the respectable citizens has become quite in secure They are not free from danger even during day time The chastity of the ladies is always at stake Not to speak of night they cannot go safely from one place to another even though accompanied by their husbands There frequent cases of child abduction and rapism The Government should take strict action against these criminals and also enforce such measures to minimise such cases

The occurrance of such events bring a slur on the fair name of our Government Every possible effort should be made to remove the Gundaism Lawlessness and indiscipline from the country to enable the citizen to lead a peaceful life The most severe punishment should be given to the criminals without discrimination so that others may learn a lesson and be discouraged for committing a crime

Thanking you

Yours faithfully
UTTAM KUMAR

SECTION 1 B

LETTER-WRITING

PERSONAL AND PRIVATE LETTERS

Letter-writing like essay writing is also an art It is an expression of imaginative faculty of a writer The practice of developing this art has its origin in the need of conveying messages and expressing our, views on some particular subject to a person living away from you Owing to increasing number of literate persons in this world, this art has achieved greater importance It can mostly be acquired by constant and regular practice Private and Personal letters are generally written to relatives friends acquaintances or strangers The language of this type of letters should be simple, direct courteous and impressive

PARTS OF A LETTER

1 **The Heading or the address of writer** It consists of two parts

(i) ***The date*** It should be written on the top right hand corner of the first-page of the letter

(ii) ***The address*** It is written just-above the date such as

20 Barakhamba Road,
New Delhi
Date

2 **Salutation** . *Different kinds of letters begin with different forms of* salutation It is written on the left hand side of the letter It differs with the different type of relationships with the person to whom the letter is being written

3 **The body of the letter or the message** This is most important part of the letter Its style depends upon the kind of the letter that is being written

4 **The subscription or the complimentary close** Different letters have different Subscriptions. It consists of the leave-taking words in polite manners just at *the end of the letters*

5 **Signature** In the letters written to strangers the signature should be very clearly put down It should come below the subscription

1 Letter of sympathy to a friend on his failure to seek admission in a college

31 Esplanade Road,
Delhi-110 006

Date

My dear Krishna,

I am really surprised to learn that you could not get admission for further studies in any college in Delhi I know that this must be very disappointing to you especially when you secured very good marks in the Higher Secondary Examination Krishna you should not be disheartened about this Nowadays, it is not essential to get admission and degree or diploma in the near future but it is more essential to secure a job in some good company with a bright prospect I hope you would agree with me that many degree and diploma holders are being seen roaming on the roads in search of some suitable employment So I shall advise you to find out some suitable job rather to be disappointed on not getting the admission for further studies

Incidentally, I have seen an advertisement in the English Daily—THE INDIAN EXPRESS wherein some vacancies for the post of an Assistant and Private Secretary in the Office of Consultants Corporation of Industries Chawri Bazar, Delhi have been advertised I shall sincerely advise you to apply for one of the same I am confident that you would have a good chance since you possess a very good academic record I hope and trust that you would act upon my advise

Please also let me know whether I could be of any help to you

Hoping for your sure success

Yours lovingly,
RADHA

Radha Krishna Aggarwal,
House No 331, Berriwala Bagh,
Near Tis Hazari,
Delhi

Application for the post of an Assistant/Private Secretary in the office of the Consultants' Corporation of Industries Chawri Bazar Delhi

House No 331 Berriwala Bagh
Near Tis Hazari,
Delhi

Date

To

The Manager
Consultants Corporation of Industries
113 B Chowk Barshabula, Chawri Bazar,
Delhi

Subject Application for the post of an Assistant/Private Secretary

Sir

With reference to your advertisement published recently in THE INDIAN EXPRESS about some vacancies of Assistants Private Secretaries etc I beg to offer my services for one of the same My academic and other particulars are given below —

Name	Miss Radha Krishna Aggarwal
Father s Name	Shri Ram Sarup Aggarwal
Address	House No 331, Berriwala Bagh, Near Tis Hazari, Delhi
Date of birth	June 20 1960
Educational qualifications	Passed Higher Secondary Examination in the year 1978 with 1st Division from Government High School
Sports	Participate at the State-level Volley Ball Championship
Health	Possess sound physique
Extra	Know English typing and can type at the speed of 40 words per minute Have sound knowledge of English and can handle correspondence independently Can speak English and Hindi fluently

Keeping in view the particulars given above I have every hope that your goodself would consider my name sympathetically and would favour me by giving me a chance to serve your organisation

Hoping for a favourable decision

Yours faithfully

RADHA KRISHANA AGGARWAL

3 Letter from Consultants' Corporation of Industries 113 B, Chowk Barshabula Delhi for interview

Ref No Dated

CONSULTANTS CORPORATION OF INDUSTRIES
113-B Chowk Barshabula
Delhi-110 006

Subject Regarding Interview

Dear Miss Krishna

This refers to your letter dated regarding appointment to the post of Assistant/Private Secretary in our concern Keeping in view your educational and other particulars we are pleased to consider your name for the post of an Assisstant in our concern

You are hereby requested to appear for interview on alongwith your all certificates and testimonials in original for verification

Please note that no T A will be paid

Yours faithfully
for Consultants Corporation of Industries
MANAGER

4 Letter from the Manager Consultants Corporation of Industries 113 B Chowk Barshabula Delhi to Miss Krishna for appointment

Ref No Date

CONSULTANTS CORPORATION OF INDUSTRIES
113 B, Chowk Barshabula,
Delhi-110 006

To
Miss Krishana
House No 331 Berriwala Bagh Near Tis Hazari
Delhi

Subject Regarding appointment on the post of Assistant

Dear Miss Krishna

You appeared for an interview for the post of an Assistant on Considering your academic qualifications and experience we are pleased to appoint you as an Assistant with effect from

The appointment is purely temporary and the period of probation is for six months and only thereafter the confirmation to the post will be considered

You are hereby requested to report yourself for duty immediately failing which your appointment will stand cancelled

Yours faithfully
for Consultants Corporation of Industries
MANAGER

5 Write a letter from a father to his daughter advising her to work hard

56 Model Basti
Delhi
Date

My dear Reeta

May God bless you I am well here and wish you to be the same I know your examination is drawing near and I also hope you must be working very hard these days It is high time for you to make best use of it You should work day and night to get meritorious position in the class but not at the risk of your health You know you are a worthy daughter of a worthy father You should always keep in view that work is worship and there is no substitute of hard labour which may pay you in the long run Everybody at home is worried about your studies We all have high hope from you Our ambition is to see you at the top of the list in your M A Final examinations I hope you shall not leave any stone unturned to fulfil our wishes

Wish you a bright future and hope to hear soon

Yours loving Daddy,
RAMESH

6 Letter to the father who is away from home requesting him to return due to sudden illness of the sister

33 Krishna Villa,
Market Place
Bangalore
Date

Respected Daddy,

I hope you are hale and hearty You may be astonished to find in your hands my letter as I am not in habit of writing letters to you when you are away on business tours -I also know how busy you are during your business tours It does not look nice to disturb you any more

I am sorry to write to you dear Daddy that Aneeta has fallen ill We had consulted the local Doctor who had advised us to take her to the hospital Today we have got her admitted in the hospital The Doctors attending to her have told us that it would take some time more to cure her well Dear Mummy is very much purturbed on this account

Dear Daddy we are very much worried and mentally disturbed over this sudden misery and request you to come back as early as possible In case we could have managed ourselves, we would not have bothered you

If for one reason or the other you are not in a position to cut short of your business tour, please Daddy write to us soon as to how we should handle this situation

Dear Daddy I hope you would not mind it

Hoping for your early reply

Your affectionately,
ANURADHA

7 Reply from the daughter to her father

2025, Sector 26
Chandigarh
Date

Dear Daddy

I have just received your kind letter advising me to work hard and rise to your expectations I assure you, Daddy that I am doing my best and will certainly top the list of successful candidates of M A Final which may bring good name and honour for our family I am burning mid night oil nowadays and also get up early in the morning say at 4 A M

Dear Daddy I know your expectations and assure you that I will leave no stone unturned to fulfil your cherished amibition I always have high regards for your valuable advice

Daddy, let me also know how my Mummy is these days I am always worried about her health I hope all will be well at home Kindly pay my respects to her and elders Love to dear Bittoo and Rani

Hoping for an early reply

With highest regards

Yours loving daughter,
REETA

8 Letter from a father to his son regarding enquiry about his studies

2018 Chandni Chowk
Delhi
Date

My dear John,

It is after a long interval of time that I have received a letter from you I think you will be getting on well with your studies Time at your disposal is very short You should also know that time and tide wait for none So I advise you to the best use of it by making necessary adjustments I may also tell you that time once lost will never be regained and one has to repent for whole of his life if he fails to understand its value well in time

Yesterday I had a chance to go to Chawri Bazar There I visited the shop of Dehati Pustak Bhandar I spent most of my time at this famous House of books All of a sudden I had an eye on one book entitled 'How to Get First Division in the Examination Having gone through the contents of the book carefully I found it very useful for you I have purchased the same and it is being sent to you separately I advise you to read this book thoroughly and act upon the guidelines given in the book I hope this would help you a lot

Yours loving father'
GEORGE

9 Letter from the son to his father informing him about studies

75-8 Gupta Colony,
Ghaziabad (U P)
Date

My dear Daddy,

I have just received your letter dated alongwith the book Dear *Daddy the book sent by you is really very good and useful too It is very help* ful to every student The study of this book can definitely ensure first position in the examination I have read it thoroughly All of my friends have liked it very much This book really deserves appreciation from all

Kindly pay my respects to dear Mummy and love to Renu

Yours loving son,
JOHN

10 Letter to a Father seeking permission to go on a historical tour of Northern India

56-D, M M Road,
Allahabad (U.P)
Date

My dear father,

My examination has been over and the school is going to break up for summer vacation in a few days My dear Daddy I wish to go on a historical tour arranged by our school authorities The tour will go on a trip to North India to visit important places such as Agra, Delhi and Jaipur This tour is very beneficial from educational and cultural point of view It will certainly increase my general knowledge My friends are also going and it will be a happy time in their company This tour is not an expensive one It will only cost Rs 200, including all expenses I hope you will accord your permission and send me the amount by money order I am awaiting your reply anxiously Pay my respects to dear Mummy and love to Pappu

Yours loving son,
RAJESH

11 Letter from a father to his son according permission to go on tour

44 Mutiny Memorial Road,
Meerut City
Date

My dear Rajesh,

I received your letter and I appreciate your idea to go on a tour. It is very good to pass the holidays and give final touches to your education It would certainly add to your knowledge and experience. You know that experience is a great teacher and will undoubtedly broaden your mind I have no objection to permit you to take this journey and I am sending Rs 250 00 to meet the expenses. I only advise to avoid bad company during this period Always keep a good association Bear in mind, society moulds men Rest is O K Your Mummy remembers you very much

Yours loving father,
MAHESH BANSAL

12 Letter of thanks to Uncle for Birth-day gift of a wrist watch

17/18 Model Town
Delhi
Date

My dear Uncle,

My happiness knew no bounds when I opened my 15th Birthday gift parcel sent by you I was really happy when I found the wrist watch I was in need of it since long The gift is really of my choice It is a gift I shall treasure for many years to come All my friends liked it very much Now I will never be late for school It will make me regular and punctual in attendance I will keep it as a token of your love and memory for ever Pay my respects to aunt and love to Sangita

Yours loving nephew,
BIPIN

13 Letter to his mother who is away informing her about things at home

38 Ganesh Pura
Delhi
Date

My dear Mummy

I hope that grandma will be improving in health and you will be back very soon Everything is going on well here and you should not worry about it I am looking after everything nicely I instruct the cook to bring vegetables and eatables from the bazaar All the domestic servants are doing their work properly Lalita and Geeta are both behaving well according to their age They are not at all giving trouble to me They help themselves with their work Everything is goingon welland smoothly here Dear Mummy you should not hurry back for my sake You should come at your own convenience after complete recovery of Grandma

Rest is all well

Yours loving daughte r,
MINI

14 Letter from an elder brother to his younger brother advising him not to neglect the study

Station Road
Amritsar (Punjab)
Date

Dear Dinesh

I have received a complaint against you from your Principal tnat you do not work properly and loiter away your time You frequently play truant from the school You know that work is worship If you do not work properly you will fail and bring dishonour to the family Father is a strict fellow In case he comes to know about your negligence and misbehaviour at school he will get your name struck off from the roll He does not want that you should bring discredit to his fair name

I therefore advise you to be careful about your studies You should avoid bad company and put your heart and soul in study There is still enough time at your disposal and you stand a fair chance to get through the examination

Your loving brother
NARESH

15 Letter from a tenant to a landlord for immediate repairs

4231, Gali Naiwali
Karol Bagh
New Delhi
Date

To

Shri Bishan Dass,
D-42, Kamla Nagar
Delhi

Dear Sir

Last month I requested you to effect the urgent repairs in the house occupied by me But I am sorry to note that no action has been taken by you so far The house has not been white washed for the last two years The plaster of the walls has come off and it gives a dirty look to the house The rainy season has set in The roof of the drawing room leaks badly It has spoiled our furniture The floor of the kitchen has been damaged badly

You are therefore requested to carry out the repairs as early as possible or I shall get it done myself and adjust the cost from the rent payable to you next month

Thanks

Yours faithfully,
BRIJ MOHAN

16 Write a letter to your uncle who lives at Agra telling him that you wish to see him after the examination is over

26 Govind puri,
Meerut City
Date

My dear Uncle

You will be glad to know that my examination is over I feel completely tired and exhausted I want to come to see you and visit some historical places I will have a change of atmosphere During the examination days I have run down in health The doctor has also advised me to go somewhere for a change of climate Moreover I wish to see my aunt and cousins whom I have not seen since long I am reaching on next Sunday by morning train Please send some one at the Railway Station

Please pay my compliments to elders and love to youngsters

Yours loving nephew,
SUDHIR

17 A letter to a friend requesting him to come and spend winter vacation with you

15 Shah Zaffar Road,
Lucknow
Date

My dear Raju

I am sure that you will be enjoying the best of health This time I am writing to you purposely The schools are going to break up for winter vacation It will be very kind of you if you come here for a week to stay with me I wish to enjoy your company I will show many historical buildings and picnic spots You know that Lucknow is a old historical city and there are many places worth seeing Please do come My parents miss you very much More than two years have passed since you came here

Pay my best compliments to your parents and love to your younger brothers and sisters Rest when we meet Inform me by telegram about your arrival so that I can receive you at the station

Your sincerely,
MANIK LAL

18 A letter to a friend giving him an account of the match witnessed by you

21 Himalaya Club
Simla
Date

My dear Surendra,

I have not received your letter for a pretty long time I hope you will be enjoying good health

Yesterday I witnessed a foot ball match between Ramjas College and Hindu College It was very interesting match The match was well contested by both the parties The teams were equally strong There were loud cheers of Hurrah from the supporters of the both colleges The team of Ramjas College rose to the occa sion and played more vigorously than before They scored a goal in no time The team of Hindu College tried its best but did not succeed in scoring a goal Thus the team of Ramjas College carried the day Everybody praised the players of Ramjas Team A good refreshment to the players of both the teams was served by the management No doubt it was a well contested match I have ever witnessed

Yours sincerely
RAMESH CHANDRA

19 A letter to a friend congratulating him on his recovery from illness

18 Mahatma Gandhi Marg
Bhopal
Date

Dear Raj

I received your letter yesterday about your recovery from illness It is a very good news indeed on this happy occasion I send my heartiest congratulations to you and your parents You must be weak yet I advise to take care about your health You should act upon the advice of the doctor about your diet you should not start your study for about a week unless you are fully recovered you should come here for about a week for change of climate The climate of this place is very invigorating for health

Please do come You will enjoy yourself and gain much health Rest when we meet Please read out this letter to your mother Please pay my respects to all

Yours sincerely,
ARUN

20 A letter to younger sister suggesting her to see elder married sister who is ill

F 10/17, Model Town
Delhi
Date

My dear Manorama

I received your loving letter today I do remember my promise to get you a wrist watch on your 15th birthday I will definitely fulfil it

Last Sunday I went to Kanpur and saw Seema She had been suffering from malaria for the past five days Due to her illness she has become very week The doctors have advised her to take complete rest and not to move from bed for another week You know that there is nobody to look after her Brother in law goes to office in the morning and comes in the evening Her baby is very small and keeps on crying and so she is forced to leave the bed and exert herself

I would therefore advise you to go to Kanpur for a week or so to look after her so that the work may run smoothly and she may get complete rest

Kindly keep me informed about her progress

With best wishes

Yours loving brother,
SUMAN

21 A letter to a younger brother advising him to be regular in his work

70H Nehru Place
New Delhi
Date

My dear Ravi,

I received your first test report It is really disappointing and discouraging You are very weak in English and quite at sea in mathematics You have secured poor marks in Hindi and Social Studies The report shows that you have slightly madea some progressEconomics Yourteacher has complained that you often play truant afterthe recess period You have become a cinema fan and pick up quarrels with your classmates

My dear Ravi try to improve yourself and avoid bad company Always keep a company of good boys You know that society moulds man Make up your deficiency in English and Maths If you put your heart and soul in work you can surely show a better result Man is the architect of his own fate You can make your future sublime by dint of hard labour Take care of your health also Work and play should go together Either of the two should not be obtained at the cost of other Also take part in literary activities I hope you will work according to my advice

All is well here

Yours loving brother
RAJ

22 A letter to friend congratulating him on winning first prize in Lottery Tell him the way to make the best use of the money

432 Queensway
Mathura U P
Date

My dear Bhushan,

I offer my heartiest congratulations for winning the First prize in Haryana Lottery My joy knew no bounds when I found your name in the list of prize winners It is really a good luck to win two lakhs of rupees You have a bright future before you It is all due to your firm faith in Almighty whose omnipo[illegible] you never dared to challenge

May I advise you to spend your money for a good cause It is my h[illegible] advice to you to spend a major portion of it on your higher education [illegible] can become a good and proficient doctor to serve the humanity Also [illegible] to poor fund for the continuance of the study of poor students le[illegible] discontinue for want of money You may start some scholarships [illegible] of your grandfather who was always eager to serve poor people

Please convey my best compliments to your parents

Your[illegible]
[illegible]

23 Letter to a friend informing him what you intend to do after passing your High School Examination

512 Lal Darwaza,
Bazar Sita Ram
Delhi
Date

My dear Prem

I received your letter today wherein you have asked me what I intend to do after passing my high School Examination You are already familiar with my cherished hope to become a Doctor So I want to join some medical college After cpmpleting the medical course I will become a Doctor and start private practice in some big city

Medicine is a noble profession There is a great scope for serving the humanity It is a paying and humanitarian job I hope you will agree with me and approve my choice of profession I will specialise myself in the diseases of children as number of children die of one disease or the other in their infancy The rate of mortality is very high among children There is a dearth of doctors of this line

I trust you would inform me about your views on the subject

With kind regards

Yours sincerely
SHASHI BHUSHAN

24 Letter to brother describing how you spent last summer vacation holidays at uncle s house

35 Hastings Road
Indore
Date

My dear brother

I have received an invitation from uncle to spend a few days with him during the summer vacation at Jaipur I am going to give a short description of the journey and stay at uncle s house

I took the evening train and reached the destination in few hours Uncle was already there to receive me at the Railway Station He took me to his residence by car He served me with light refreshment In the evening he took me to club and introduced me to his friends All of them treated me nicely and played indoor games with me He showed me many historical buildings and picnic spots The city of Jaipur is worth seeing All the members of the family gave me a warm reception Their service was excellent I spent the time happily and its memory still hovers in my mind

I hope you are enjoying the best of health

Yours affectionately
VIDYA SAGAR

25 A letter to your friend inviting him to dinner on the occasion of sister s marriage

49 D Krishna Nagar
Delhi

Date

Dear Mohindra,

You will be glad to know that dear Sheela is going to be ma ried The auspicious ceremony comes off next week She is very fortunate to have a hand some match Her in-laws are very rich They have good position in the society It is expected that she will have a very smooth sailing life We are extending invitation to our all friends and relatives

Dear friend, you are on the list of our special invitees Sheela wants your participation on this happy occasion

We will be waiting for your arrival well in advance so the programme may be well arranged

Please do come and do not forget to pay my respects to your parents

Yours sincerely,

HARI SHANKER

26 Letter to father narrating an accident that happend to you

90-E Kamla Nehru Marg
Bombay

Date

My dear father,

Yesterday I was going to the bazaar to buy a book I saw a car coming from the opposite direction I was on the extreme left so I did not bother for the car Suddenly a small girl tried to cross the road She was unmindful of the traffic rules The driver applied the brakes He was rather perplexed He tried to save the girl and turned the wheel in my direction The car hit my cycle My cycle was broken and I was slightly hurt

In the meantime the lady sitting in the car came out She apologised to me very sincerely She asked the driver to get my cycle repaired She was very sympathetic towards me She also offered Rs 20 00 to get the wheel of cycle changed I declined the offer because I was very much moved by the words of sympathy My cycle is thoroughly repaired It is working as usual kindly pay my respects to dear mother

Yours loving son

RAM

27 A letter to father telling him that for various reasons you do not wish to appear at the next examination and would sit for the next year s examination

Birla Engineering College
Pilani
Date

My dear father

For the last few days I have been very much worried and have spent sleepless nights The examination is near at hand and I have no idea to take up the examination this year as I am not fully prepared for it You are fully aware of the fact that my summer vacation was spent in excursions and sight seeing in Kashmir I improved my health at the cost of studies Though I burn midnight oil yet there is little hope to make up the deficiency in a short period at my disposal Inspite of my best effort I have not been able to cope up with the amount of work In case I appear in the examination I will get only second Divison and my whole career will be spoiled

I therefore seek your permission to allow to sit for the examination in the next year

With best compliment to Mummy

Yours affectionately
X Y Z

28 Letter to father who is away on tour telling him about the illness of your mother and how the house hold affairs are being arranged

7-E Greater Kailash
New Delhi
Date

My dear father

I received your letter and also the money order yesterday It is good that you are quite well Mother is at present suffering from high blood pressure I took her to the family doctor who advised her to take complete rest for atleast a week and also restrictive diet

I am doing all the domestic work and do not allow her to work in the kitchen I cook the food myself and other work of dusting and cleaning is done by the servant You need not worry She will be all right in a few days

I will drop a letter as soon as she is completely recovered

With regards

Yours affectionately
X Y Z

29 A letter to a friend showing sympathy on his failure in the examination

2880 Paharganj,
New Delhi
Date

Dear Krishna,

Words fail to express my deepest sorrow when I found your Roll Number missing from the list of the successful candidates published in the Indian Express I sympathise you for your unexpected failure We were expecting that you would get through the examination with flying colours but God was willing otherwise Of course it is a great loss to you but what cannot be cured must be endured You made every possible effort but what is lotted cannot be blotted Strange are the ways of God Now you should not be pesumist,nor take the failure to heart Failures are the pillars of success Who knows you may come off the examination with sparkling success next year

With deep sympathies,

Yours sincerely,
URMILA

30 Letter to a friend condoling the death of his mother

840, Nabi Karim,
New Delhi
Date

Dear Suresh

The news of the death of your mother came to me like a bolt from blue I was surprised to read about the untimely death of your dear mother She was quite hale and hearty when I saw her last month on your birthday It was due to her that you attained such a high position In fact the lamp that kindled in your heart has now extinguished for ever God has taken the sweetest smelling flower from the garden of your family Do not lose heart Of course you have suffered an irreparable loss but who can fight against the will of God

Please console your brothers and sisters on my behalf

May God grant peace to the departed soul

With deep sympathies

Yours sincerely,
AVINASH

31 Letter to mother showing your inability to see her due to your examination

1035, Gandhi Marg
Gwalior
Date

Respected Mother

I have been much worried for the past few days for not receiving any letter from home To day I received a letter from elder brother wherein he informed about your illness I am very sorry to know that you have been laid up with fever cough and cold Dear Mother I am very eager to see you and serve you but due to my examination I am unable to see you As soon as my examination is over I will call at you

Please consult the family doctor, take medicine regularly and all other precautionary measures I hope you will recover soon from illness

Pay my respects to elders and love to youngsters

Yours lovingly,
JOHN

32 Letter to a friend inviting her on your birthday

56 Patel Marg,
Indore
Date

Dear Seema

I have not received any letter from you since long You will be glad to know that my birthday falls on next Sunday My parents are arranging a grand feast on this auspicious occasion He has extended invitation to all his friends and relations They have also asked me to invite my friends as well I shall be obliged if you give us the pleasure of your happy company on this occasion

I hope you will not fail to comply with my request and will grace the occasion with your presence

Waiting for an early reply

Yours sincerely
REKHA

33 A letter to a stranger thanking him for sending you back your lost bag

35 D, Green Park
New Delhi
Date

Dear Shri Gupta

I heartily thank you for sending me my bag which I had lost in the bus on my way to see a friend of mine It is very kind of you to take so much trouble for me In fact the bag was very important for me It contained the original certificates and testimonials of my daughter and some important court documents Words fail me to express my thanks to you

I again thank you for the trouble

Yours sincerely
YOGENDRA AGGARWAL

Address
Gopal Krishan Gup'a
A-12, Hauz Khas
New Delhi

34 A letter to a neighbour requesting to his their radio at a lower pitch

J-13 Rajouri Garden
New Delhi
Date

Dear Sir

It is my personal request to you to slow down the voice of your radio You are fully aware of the fact that the annual examinations of the children are going to take place next week

They want to devote their time to study but your radio is a disturbing factor It hinders their studies considerably

I hope you will kindly accede to my request

Yours truly,
RAJESH

35 A letter to a neighbour requesting him to keep his dog chained

3580 Model Basti,
New Delhi
Date

Dear Sir,

I am sorry to inform you that your pretty dog whom you deorly love some times goes astray and the children of the locality are very much frightened and are afraid of coming out of their houses to play in the street

It would be much appreciated if you keep your dog chained

I trust you will not mind my suggestion and accede to my request

Yours truly
SUDHA MITTAL

36 A letter to your friend who has come to spend his winter vacation inviting him to visit a picnic spot

A-5/13, East Patel Nagar,
New Delhi
Date

My dear Rajiv,

I am really glad to know that you have come here to spend your winter vacation I would request you to go to Okhla on next Sunday It is a beautiful picnic spot on the bank of River Jamuna We will start at 9 A M after breakfast We shall reach there at 10 A M and eat drink and be merry till the sun sets My mother will prepare a dainty lunch for us

Please do come and also not forget to bring your camera with you Rest when we meet

Yours sincerely,
MAN MOHAN

37 Letter of condolence on the death of a child

40 North Avenue
New Delhi
Date

My dear Robert,

We were deeply grieved to hear the sad news of the death of your child Words fail me to sympathise with you on the loss of your child These are the things that just happen and we can only bear up as best as we can Have patience and grieve not your care worn heart We cannot go against the will of the God Please do not hesitate to write for anything for me

With loving regard,

Yours sincerely,
JOHN SMITH

38 Letter of condolence on the death of a husband or a wife

10 Marine Drive,
Bombay
Date

My dear Prem,

My heart was filled with sorrow when I heard about yoursad bereavement Only the wearer knows where the shoe pinches I can well understand the loss you have suffered on the loss of your husband/wife whom you loved so dearly Try to patch this loss Have patience and bear up the loss What cannot be cured must be endured One cannot challenge the will of the God You have your sweet baby to live for

If there is any thing we can do for you please write without hesitation
With love and sympathies from all of us
With sincere regards and sympathies,

Yours sincerely,
RAMESH

39 Reply in response to a letter of condolence

145, Irwin Road,
New Delhi
Date

My dear Ramesh

Thanks for your kind letter of condolence and sympathies I appreciate it immensely It is understood what this great loss means to me Now there is no alternative but bear it calmly I have resigned myself to the will of God Thank you for your sincere offer for help In case I stand in need of anything I shall write to you You are the only man who can come for my rescue in need

I shall be too glad to come to you

With regards,

Yours sincerely,
PREM

40 Letter of condolence from a lady to a mother on the death of her son

1020/32 Sector
Chandigarh
Date

My dear Mrs Ahuja

I was deep'y grieved to hear the terrible news of the death of your son The death's news is bolt from blue have no words to express my sorrow of your bereavement I understand what a blow it must be for you to lose your son in the prime age of his life Mysterious are the ways of God Death keeps no calender In fact a mountain of misfortunes has fallen upon you It was the will of the Almighty God Who can fight against him ?

Have patience and console yourself

Yours incerely,
MRS DEEPAK GUPTA

41 **Reply from a mother to lady in response to a condolence letter**

1080 Jain Colony,
Sonepat, (Haryana)
Date

My dear Mrs Deepak,

I deeply appreciate your words of sympathy My loss is unbearable and irreparable I cannot resign myself to it as yet My son was the only help and support in my old age Now the whole world has become dark for me In such hard times, the sincer words of sympathy from dear friends like you are a very great help They are a source of conforts and relief in my bereavement Please come here for a few days so that my sufferings may be lessened and mitigated

Yours sincerely
MRS AHUJA

42 **Letter of consolation to a friend who has suffered a monetary loss**

195 D N Road,
Bombay
Date

My dear James,

I am really very sorry to express my sympathies for the severe loss you have suffered The blow is heavy but you should take consolation that you have always acted righteously and honestly It is not attributable to your negligence You should not be discouraged by this loss Whatever God does it is for the benefit of a man Who knows some good may come out of it There are many years in front you and they will bring you back tenfold all you have lost I am sure that you compensate this loss by dint of hard labour

With my deep sympathies,

Yours sincerely
RICHARD

43 Letter to a friend in response to his letter of *consolation* for the loss he had suffered

35 Jain Mohalla
Varanasi, U P
Date

My dear Richard

I am grateful to you for your kind letter expressing sympathy on the monetary loss I have suffered Of Course, it is a heavy loss to me but I do not intend to give way under it

I tried my best to avoid the loss but could not succeed It seems that it was in store for me You may be sure that I will make up for the loss Your good wishes will help me greatly I will have no stone unturned to compassionate my lost fortune

Thank you

Yours sincerely,
JAMES

44 Reply to a letter of complaint from neighbour about noisy dog

12 Alipur Road
Delhi
Date

Dear Mr Patel,

I received your letter on my return home and I was very sorry to read its contents I had no idea that our dog was being such a nuisance to you and the members of your family

We always take care to see that our dog doesn t bark at any unreasonable hour or for any length of time But I was not aware that he enters your compound ruins the flowers and frightens your children Please rest assured that this will stop immediately and you will have no further cause for annoyance or complaint

May I in ending offer my apologies to you and the other members of your family for the trouble and inconvenience that may have been caused to you

Yours sincerely,
J N VERMA

45 Letter to a friend describing the best way of spending a holiday

22 Churchgate
Bombay
Date

My dear Shyam,

I was very happy to receive your letter in which you describe how you intend to spend your coming holidays

It seems you have made up your mind to spend a month by the sea swimming and just lazying about the whole day long My dear Shyam don t you think there are better and more healthy ways of spending your holidays? If I were you I would collect a few friends and spend my days hiking over the hills near you, sleeping out in the open if necessary, living on simple country fare and fresh air Would t that be preferable from the health point of view than days by the sea, just doing nothing? Of course you know best what is good for you and what you want I hope you won t mind my having made all these suggestions and Writing like a stuffed-up adult But then I am so much older than you

With all good wishes for a happy holiday wherever it may be

Yours sincerely
KUMAR

46 Letter to father explaining how you would spend the Rs 100 00 received as a prize for proficiency in English

75-A Janakpuri,
New Delhi
Date

Dear Dad

I am sure you will be pleased to hear that I have won the Rs 100 00 prize offered by the school this year for proficiency in English and for securing the highest number of marks in this subject

Of course I am very happy about it myself I am sure you will allow me to spend the prize money on the purchase of some good books mostly on English literature and works of reference I would very much like to have a comprehensive dictionary preferably the 'Oxford Concise Dictionary An authoritative book on the history of English literature would be my next choice as well as some well-known classics I feel that I should also have two or three good books of modern fiction What would you advise? You are so well read that I would like to be guided by you Please send me your suggestions

With all my compliments to you and Mummy

Yours loving son,
RAMESH

47 Letter to father persuading him to give a bicycle a watch and why they are needed

Dev Nagar, Karol Bagh,
New Delhi
Date

My dear Pather

I have now settled down comfortably here The only disadvantage is that my school is about two Kilometres away and bus trahsport is difficult to get often making me late for school If I had a bicycle I would be independent of buses and be very punctual in attending at the school Could you, Dad buy me a cycle? And also a wrist-watch if possibe At present I have no certain way of knowing the time and they would both help me so much to be regular in my studies I promise I will take the greatest care of both You know I am always very careful about my possessions

Kindly write soon I am so anxious to know if you could buy me a bicycle, and send me one of your spare watches if not a new one

With all my love

Ever your loving sc
RAKESH

48 Letter to a hotel of hill station inquiring about terms of accommodation

24-A Ajmeri Gate
Delhi
Date

The Manager
Ripon Hotel
Matheran

Dear Sir

We intend to spend three weeks in Matheran from Ist May onwards There will be three of us myself my wife and my six year old son We shall therefore require a room with two beds and a cot for the child and of course a bathroom and the usual hotel facilities

Will you please let me have your immediate reply as to whether accommodation will be available for us in your hotel for the period specified above If so kindly write your terms per day for my family of three inclusive of full boarding and lodging

An early reply will be appreciated as if no accommodation is available with you, I would like to make alternative arrangements

Thanking you,

Yours truly
MOHAN GUPTA

51 Letter to father saying that you would rather work and help him than go to college

Govt Boys High School
New Delhi
Dated

Dear Father,

Thank you so much for cogratulating me on passing in the Higher Secondary Examination You write that you would now like me to join a college and enter on a degree course But I fully realise how difficult it will be for you financially especially as the burden will be for at least four years

Considering the pros and cons and I have thought over this matter very seriously I would prefer to get a job now and thus help in shouldering some of your financial burden Ours is a large family and whatever I earn even if it be not much in the beginning will be a great help I could of course continue my study in my spare time and perhaps take up practical courses in Private College to help me in my future career

Please write soon whether you approve my proposal

My best compliments to all at home

Yours lovingly
RAKESH

52 Letter to uncle asking advice about a career

Church Road
Calcutta
Date

My dear uncle Sohan

As you must be aware I am due to finish school in a few months time and am wondering what kind of career to adopt when the result of my final exams is known I am very fond of art and am rather good at sketching and painting I am therefore wondering if there would be any field in commercial art and if so what course of training I could take in it

As you are in Bombay and familiar with all these things I would very much appreciate your considered advice in this matter My dad told me to write to you as the best person to consult especially as you have my welfare at heart

If you think that an art career would not be advisable please suggest what kind of job I should go in for Any help you could give me in this matter will be very welcome and gratefully received

With love to you and aunty

Your loving nephew
SUNIL

53 Letter to a friend who is on a long holiday in a foreign country

A 5A/1A Janakpuri
New Delhi
Dated

My dear Kumar

I liked very much the picture post-card you sent me It is so colourful and so well printed How do you like Rome ? *I am told that it is a beautiful city and* is famous for its many fountains Have you learned to speak Italian yet ?

Next time please send me some stamps as I am making an album and have already over 5000 stamps from different countries So try to send me as many used stamps as possible from Italy, preferably of different denominations

Have you been to Venice yet ? In school we were told yesterday that it is a very picturesque place with its narrow canals and buildings Please write long letters, I am interested in foreign places and love reading geography I find even the school geography lessons very interesting

I send you my best wishes Keep well and enjoy yourself

Your true friend
HARI

54 Letter of regret to friend unable to attend a birthday party

Patel House
Peddar Road
Bombay-26
Date

My dear Gita,

I was so sorry you couldn t come to my birth day party on account of your indisposition I hope you are quite well by now

Thank you very much for the book you sent me as a birthday gift I am reading it and enjoying it very much

I hope you will come to see me as soon as you are quite all right again I want to tell you about such a lot of things and the new games we played at my party They were ever so much fun

My Daddy has promised me a puppy We are going to bring it home on Sunday I am so excited and can hardly wait for the day You will see it when we meet next I am going to call it Paps

Dear Gita thanks once again for the book Hurry up and get well soon
With love

Very sincerely yours,
USHA

55 **Letter to a friend thanking him for sending a birthday gift**

31-A Kamla Nagar,
Delhi
Date ,

My dear Bipin

Thank you ever so much for your lovely gift It arrived exactly on my birthday, too and I think it is very nice of you to have remembered my birthday although you are so far away at present I have always wanted a Parker Pen, and now at last I have it I received quite a few birthday gifts but yours is the best and the most useful I will always treasure it and remember you when I use it, which will be every day once the school reopens As a matter of fact I am writing this letter with it It writes well on the paper without any effort at all And the nib is just right for me

Thanking you once again, my dear Bipin

Your very sincerely,
ASHOK

56 **A letter to your father asking for money**

Govt Higher Secondary School,
Dev Nagar New Delhi
Date

My dear father,

I am awfully busy with my admission test The admission fee for the Intermediate Examination shall be sent up immediately after the declaration of the result It would not be therefore possible for me to see you this week end

Kindly send me the admission fee and monthly expenses by money order A sum of Rs 200 00 will do

It is very cold now a-days I require a pull over or a jersy for morning or evening wear, when I cannot put on a coat Besides I want to purchase a pair of shoes, since the soles of my boots have worn out

It will, I hope, find you in the best of health

Yours affectionately,
RAM KISHAN
Class XII Section A

57 A letter to a friend telling him of a pleasant dream

35-B Moti Bagh, R K Puram
New Delhi
Date

My dear Hari,

You will be glad to learn that I had a pleasant dream last night and you will be anxious to know what my dream was

In my dream, I was carried in an aeroplane to a very distant and flowery vale where there was a fine palatial building set admidst a grove of mango trees I was hospitably received by the inmates of this place who were dwarfish people dressed in gold and jewels What was my surprise when I was told by one of them that I was chosen as the king of this place and palace I straight forwardly rule my dreamy kingdom My first project was to banish unemployment by forcing all idle hands to dig the earth and plant trees and garden Before I could go to other projects I was rudely woken up and found myself living in my own room Although my first impression was one of disappointment I have ever seen, yet I loved this dream of mine and I hope to see it realized sooner or later

More when we meet

Yours sincerely,
RAM NATH

58 A letter to your father explaining the cause of neglect in studies

Govt Higher Secondary School,
New Delhi
Date

My dear father,

I am really ashamed of my unsatisfactory record I readily confess that it was more or less due to my participation in game and race in the annual tournament I being a regular hockey player had to attend the ground in the morning and in the evening without fail

I had to attain a high standard of efficiency in races under the strict guidance of my coach who is very exacting

I could not stand the strain and felt very much tired by sunset I retired to bed early while other students were up with their books

But now I assure you that I will secure good marks and good position in the annual promotion examination You need not worry on that score

How is sister ? She might be putting on more flesh now

Affectionately yours
BHUSHAN

O

59 A letter of condolence to your friend on the death of his father

Hari Nagar,
New Delhi
Date

My dear Parveen

I was greatly shocked to learn about the sudden untimely death of your dear father I can hardly express how deeply I sympathise with you in your sorrow It is an irreparable loss indeed But so was God s will What cannot be cured must be endured You should therefore take heart and bear the calamity patiently

When I recall to my mind his kind words and gently nature I cannot sustain myself How deeply he loved me It must be a terrible shock to you all May God grant peace to the departed soul and give you strength and courage to bear this loss

Remember me to your dear mother and convey to her my heart felt sympathies

Yours sincerely,
PARVESH KUMAR

60 Asking for reduction of rent

45 D N Road
Bombay
Date

L P Joshi Esq
Esplanade Road
Fort Bombay
Dear Sir

Thank you for the prompt reply to my enquiry about the rent of your vacant flat in Peddar Road However, I am sorry to inform you that it is much higher than I care to pay at present although I like the flat very much My limit is Rs 450 00 per month Please excuse me for having troubled you In case you decide to reduce the rent kindly inform me

Yours truly,
PATEL

64 Letter of thanks for kindness shown during illness

Maryland,
Chestnut Avenue,
Bangalore
Date

My dear Bretto,

I am writing this to you as soon as I was allowed to be out of bed, as I want ts express my deep gratitude and thanks for all your kindness to me during my illness and for the many things you sent to me I value your interest in me very much and wish I could express my thanks better tell you how much your kindness cheered me up during all those long days when I was in bed You may be sure I shall never forget what you have done for me

With kindest regards and thanks once more

Yours very sincerely,
PARKASH

65 Acknowledging a gift from a lady friend

66 Colaba Causeway,
Bombay
Date

My dear Miss Elsa,

I can hardly tell you how happy I was to receive your excellent gift and kind letter It is a splendid pipe I just could not resist the temptation of trying it at once and, as a matter of fact, it is going full blast now as I am writing this to you I cannot thank you enough for having thought of me I hope you are keeping quite well these days Please remember me to all at home

Yours sincerely,
PHILOSY

66 Acknowledging a gift from a gentleman

9 Duplex Road,
Calcutta
Date

My dear Hari

Your letter and parcel arrived this morning Thanks very much for your kind wishes and for the excellent gift The ties are really good As a matter of fact, I am wearing one already Just could not resist the temptation to wear When may I expect to see you? Why not come alone one day soon and have dinner with us? Any day will suit us Let me know when you can manage it

Yours sincerely
RADHEY

67 Letter to a landlord asking for permission to inspect premises

10 Alexandra Road,
Bombay
Date

Dear Mr Gupta,

Having heard that the second floor of your house Court Side at Churchgate is to let I would like to see if it is suitable for us Will you be good enough to grant me the necessary permission? I am free every evening after 8 o clock Could you instruct your man in charge to admit me at that time one of these days?

Yours sincerely,
NARAIN DASS

68 A letter from a tenant to the Landlord requesting him to reduce the rent of the portion in his occupation

45, D N Road,
Fort, Bombay
Date

Dear Mr Joshi

Though with a certain amount of hesitation I am yet compelled to approach you about the scale of our rental We have occupying the first floor of your house in Laburum Road for last two years on a monthly rental of Rs 150 But now due to many reasons, it is not possible for me to keep on paying this amount I have to request you, therefore, to consider the question of lowering the present rent at least to Rs 125 per month in consideration of the long period for which we have been your tenants If you cannot see your way to lowering the rent I am afraid I shall have to think of vacating up the flat, though much against my wish It is no longer possible for me to pay the present rent

Yours sincerely,
GOVIND PATEL

69 A letter from the Landlord in response to a request from a tenant to reduce the rent of the portion in his occupation

17 Esplanade Road
Bombay
Date

Govind Patel Esq ,
45, D N Road,
Fort, Bombay

Dear Sir

I was surprised to learn from your letter that you consider a rent of Rs 150 a month high for my flat in Peddar Road in spite of its excellent situation and ample accomodation I am very sorry that though I would like to have you as a tenant it is not possible for me to lower the rent

Yours truly,
M J JOSHI

70 Letter of introduction to a friend to use his influence for securing an appointment for bearer of the letter

67 Welsely Road
New Delhi
Date

My Dear Aslam,

The bearer of this note Mr Aslahuddin is the son of a very old and good friend of mine He has applied for the appointment advertised in the Times of India by the Globe Manufacturing Company and I am very anxious that he should get this job I believe that you are on very good terms with the Proprietor and if you would give my young friend a recommendation to him I shall be very grateful I know Mr Aslahuddin very well and can vouch for his integrity, intelligence and enthusiasm for hard work I hope he will be able to do something for him

You have not been to visit us for a long time now When may we hope to have that Pleasure ?

Yours sincerely
HAMID KHAN

71 A letter from a gentleman to a lady congratulating *her on her engagement*

20, Mount Abu Road,
Ajmer
Date

My Dear Renu,

I have just received a message from one of my friends about your engagement I heartily congratulate you on this happy occassion I have not the pleasure of personal acquaintance of the gentleman but I am sure that he is very fortunate to become your life companion I am anxious to meet him ana congratulate him personally

When are you coming to see me? I hope very soon with your life partner too With best wishes,

Yours sincerely,
PARTAP MEHRA

72 A letter of thanks to a gentleman in response to his letter of congratulation at her engagement

45 Mahatma Gandhi Road
Allahabad
Date

My Dear Partap

I thank you for your letter of congratulations and all good wishes it contains I am really fortunate and born under a lucky star to be engaged with Sunil He is really a good and deserving match He is an excellent handsome young man He has a sound mind in a sound body You will yourself agree when you meet him personally He is an enbodiment of all virtues and vice none He neither smokes nor drinks He is very dear to me and both of us love each other You will appreciate my choice when you see him

Rest when we come to see you

Yours sincerely,
RENU

73 A letter from a gentleman congrutulating a lady on the engagement of her daughter

5070 Kingsway Camp,
Delhi
Date

My Dear Mrs Aggarwal,

Only today I came to know through a common friend of ours about the engagement of your daughter to Mr Sunder Lal This news thrilled me very much The match is very good The boy is handsome, smart and good-looking He is highly educated I know him since his birth The family background is well reputed You are really lucky to find such a fine match for your daughter

Accept our best regards to you and to Mr Aggarwal

Yours sincerely
SONI MEHTA

74 Letter of thanks to the gentleman in response to his letter of congratulating her on engagement of her daughter

45-B Maurice Nagar
Delhi
Date

My dear Mehta

I heartily thank you for your kind letter of congratulations on the engagement of my daughter Rashmi with Sunder Lal We are pleased to find such an excellent match for our daughter The boy is handsome, smart and has attractive features He is tall and healthy His nature is very good I will introduce you to him on the first opportunity You will also appreciate his pleasing manners We are really lucky to have such a fine match for our daughter

Thank you once again My husband sends you his best wishes

Yours sincerely,
SANGETA AGGARWAL

75 Letter to younger brother advising him not to study too much at the cost of health

3880 Naya Bazar,
Delhi
Date

My dear Parkash,

I received a letter from your mother wherein she told me that you burn mid night oil and work too hard and as a result of this you have run down in health

Dear Parkash, health is wealth Health once lost can never be regained No doubt, work is worship, but you should not study at the cost of health You know that always work and no play makes jack a dull boy You should devote some time to games etc and maintain good health A sound mind resides in a sound body In case your health is good mental faculties will simultaneously be developed

In view of this I advise you not to study too much lest you should deteriorate your health Your moto should be work while you work and play while you play

With best wishes,

Yours well wisher,
ARUN

76 A letter regarding enquiry about a servant from his previous master before his employment

16/24 Shakti Nagar,
Delhi
Date

My dear Sharma,

I had been in search of a domestic servant for a pretty long time and now Shri Jag Mohan has approached me and says that he was in your service for about two years I would be grateful to you if you please let me know about his character and behaviour while he was in your service Rest assured I will keep it confidential Please excuse me for the trouble or any inconvenience caused to you I am anxious to have this information to avoid future trouble that might arise due to employment of a wrong person

His integrity and bonafides may be communicated to me secretly,

Thanking you,

Yours sincerely,
SUNIL DHAWAN

77 A reply from a previous master regarding antecidents of a sarvant in response to a letter of enquiry from the new master

35 A Lajpat Nagar
New Delhi
Date

My dear Dhawan,

I received your letter today wherein you have enquired about the character of Shri Jag Mohan who was in my employment for the last two years I am to inform that he is the most sincere and trust-worthy fellow He is a willing worker and avoids procrastination For him duty is above all He bears a very good moral character The fact is that due to my financial difficulties I had to dispense with his services I assure you that no complication will arise from his side He will leave no stone unturned to please you He is a dependable person You may engage him without hesitation

Any service for me

Yours sincerely
M L SHARMA

78 An invitation at Dinner

60 Under Hill Road,
Delhi
Date

My dear Mrs Martha

It will be a pleasure for me if you and your husband attend the dinner party on Sunday at 8 P M on the auspicious occasion of the birthday ceremony of my grand son It is a quite informal affair as I have extended the invitation only to a few selected friends of mine I do hope that you will adore the occasion with your gracious presence

Please do come

Yours sincerely
MRS MARRY

79 **(i) Letter of acceptance**

8090 Daryaganj
Delhi
Dated

My dear Mrs Marry,

My husband and I thank you very much for your kind invitation We shall be glad to participate in the Party on Sunday at 8 P M We shall be happy to meet there

Yours sincerely
MRS MARTHA

(ii) Letter of Regret

8090 Darya Ganj,
Delhi
Date

My dear Mrs Marry,

My husband and I thank you very much for your kind invitation to dine with you on Sunday, but we regret very much and cannot accept it due to a previous engagement for Sunday at 8 P M

I hope you will excuse me for our absence

Yours sincrely
MRS MARTHA

80 **A letter from a father to the Principal of a school regarding his son s progress**

4/45 Roop Nagar
Delhi
Dated

Dear Mr Harrison

I have received the quarterly report of my son named Rustam the student of X class of your school From the report it transpires that it is not upto the mark The main reason for it is that I had been away on tour for more than a month and could not supervise my son's studies during this period and unable to pay adequate attention to his studies I will make arrangement for his p ivate coaching to make up his deficiency and would catch up with other boys very soon

I hope to hear from you as early as possible to enable me to take necessary steps for his further improvement I am anxious to have your advice

Thanks,

Yours sincerely,
A RONALD

81 A letter from the Principal in response to a letter from a father regarding his son s progress

Bright College,
E-35 Kamla Nagar,
Delhi
Date

Dear Mr Ronald

Your son Rustam had been a quite bright and hard working student but during your absence he had fallen into a bad company and often played truant from the class As a result of which his studies suffered a lot He requires a constant watch and extra coaching and I am sure he will come up to the mark in a very short period He is intelligent and will make up the deficiency in all subjects I made enquiries about his progress from his class teacher who informed me that his progress is satisfactory and will definitely show a better result next time

I will take this opportunity to keep you informed about your son s progress in his studies

Yours sincerely
HARRISON

82 A letter of apology to a neighbour in response to his letter of complaint for the trouble caused to him

460-B Moti Bagh
New Delhi
Date

My dear Krishna

I was very sorry to learn from my wife that you were greatly troubled by our Radio last night We had no intention to cause any trouble to you We will keep our Radio at lower pitch to avoid any inconvenience to you The children are interested to hear the songs and the commentary on the test match I shall take all precautionary mearures to keep the sound low which may not be distrurbing you In case you feel disturbed please inform me straight forward and we assure you to extend our full co-operation as best as possible We do not want to create bitterness in our neighbourly cordial relations

Any service for me

Yours sincerely
MOHAMAD ALI

83 A letter of apology to a naighbour for a damage caused to him by his sor

382, Kuncha Rehman
Ballimaran
Delhi
Date

My dear Aslam

I have come to know through my wife that my sons while playing cricket broke one of your window pane I am really very sorry for the loss caused to you and apologise to you sincerely You very well know that there is no play ground in our locality and the children have to play either on the road streets or the court-yards I have reprimanded the children and assure you that in future they will take precautions and avoid such mishappenings I will get the window panes replaced

Sorry for the damage and inconvenience caused to you

Yours sincerely
HABIB-UR REHMAN

84 A letter from a husband to his wife who is away on an official tour

32 Kali Bari
Bareilly
U P
Date

My darling ,

It is only a week since I came here on an official tour but it seems as if years have passed I always think about you and it is very difficult to erase your memory from my heart even for a moment. Words fail me to express my love for you

How is Sunita, our little daughter Has she completely recovered from cough and cold I am a little worried about her illness You should properly look after her and consult a good doctor if necessity arises

How are Mummy and Daddy ? I think they will be all right. I advise you to look after them properly They need much care in old age Please bring medicines for them regularly As soon as my work is over I will come Your memory hovers in my mind day and night I have passed three weeks like three decades My darling you are the only source of happiness for me in this world I am anxiously waiting for your early reply Pay my compliments to Mummy and Daddy and love to Sunita the flower of our love

Yours lovingly
PRADEEP

85 A letter from a wife to her husband who is away in response to his letter

45-U B Jawahar Nagar,
Delhi
Date

My dearest Raje,

Your loving letter came to me this morning like a ray of Sunshine and my happiness knew no bounds I cannot describe my feeling on reading that you love me so much I read your letter many times but still I feel like reading it again and again Your loving letter has given me so much of relief from the loneliness I have been facing since you left I am anxiously looking forward for the day when you will come back from your tour The suffering of separation is really untolerable Every thing is fine here except I miss you Sunita has completely recovered I properly look after Mummy and Daddy They are every thing for me in this world They are dear to me next to you I daily bring medicine for them and get them medically checked up You need not worry yourself Sunita remembers you very much Please bring a nice frock for her

Yours beloved wife
DEEPA

86 A letter to a friend requesting him to find out a suitable accommodation in Pune for a short period for change of climate

54 Gali Uggar Sain,
Panipat
Date

My dear Parveen

I am sorry to inform you that my mother has not been keeping good health for the last few months The doctor has advised us to take her on a long change for improvement of health I at once thought of Poona but I have never been there and do not know anything about this place It will be very kind of you if you could let me know from your long experience about the climatic condition of this place In case it is invigorating for health I would request to find for us a suitable accommodation in Poona consisting of two rooms with all facilities for a period of two months at the most I am anxious to hear from you at an early date so that I may make necessary preparations

Mother sends you her best wishes

Yours sincerely,
MARY DAVER

87 A letter from a friend in response to his letter wherein he had requested him to find out a suitable accommodation for change of climate for her ailing mother

15 Clive Square
Pune-6
Date

My dear Marry,

I was deeply sorry to hear about the illness of your mother I advise you to bring your mother as early as possible I may tell you that Puna is a good health resort and a good sanatorium for sick persons The climatic condition of this place is temporate and free from ardent passion I assure you that health of your mother will definitely improve in a very short period You need not worry yourself about accommodation problem I have sufficient accommodation consisting four rooms kitchen, Store room and a bath and Laterine All facilities and amenities of life are available here I will treat your mother like mine and serve her like her own son Come soon without hesitation

Any service for me

Yours sincerely
PARVEEN

88 A letter from a father to his son in Foreign Country informing him that he has purchased a plot of 1 200 sq yds and intend to install a cinema

180 Faiz Bazar Daryaganj,
Delhi
Date

My dear Naresh

I hope you will be enjoying good health and pulling on well with your studies All of us remember you badly You will be glad to know that I have purchased a plot of land measuring 1200 square yards in Industrial Estate of Narela and intend to construct a Cinema Hall This will be a paying business as there is no Cinema Hall in that colony Now I want that you should acquire technical knowledge of this line and learn about the mechanism so that you may run the business proficiently and independently By the time you qualify yourself as an Electrical Engineer I also advise you to specialise yourself in this line side by side You should make the best use of the time at your disposal and let the opportunity not slip at any cost I am anxiously awaiting for an early reply Your mother k iss you very much and sends her blessings

Your loving father,
MOHINDRA AGGARWAL

89 Letter from the son to his father who is studying in West Germany as an Electrical Engineer in response to his letter

65 Lover s Lane,
Berlin
West Germany
Date

My dear respected father

I received your letter which gave an immense joy that you are planning to establish me in my life I assure you that I will acquire sufficient knowledge and all necessary techniques of the cinema line I will learn its modus operandi as well so that I may carry out the work independently I will not waste a single minute and learn all ins and outs of this profession in addition to my present work as an Electrical Engineer Please write about the capital cost involved and the future prospects of this line Rest assured I will prove myself a worthy son of a worthy father I keep a good association of qualified persons and derive the maximum benefits from them I will fulfil your ambitions and earn a fair name for you I work day and night and burn midnight oil to achieve my goal in life Please do not think that I am squandering your hard earned money in leading a luxurious life in the company of foreigners

Pay my best compliments to mother and love to younger brothers and sisters

Yours affectionately
NARESH AGGARW '

90 A letter to a friend in England enquiring about the possibilities of finding work there during his stay

1030 Santa Cruz
Bombay
Date

Ny dear John

How are you these days ? It is long since I heard from you I am writing to you *purposely because* I need your help *I am planning to come to England* next year for the improvement of my English I wish to stay there for about a year or so Naturally I cannot afford a year s holiday as I am not financially strong I want that you should find out any job for me for which I would apply

I am sorry to bother you but I have no idea from where to make such enquiries myself It would be a great help if you could put me in touch with a firm or agency to whom I could write too It would be very kind of you if you could extend your co-operation

When are you thinking to come to India ? You will be most welcome to stay with us

Yours sincerely,
HANS

91 Reply the letter from the friend in England to an Indian friend in response to his letter

65 Canning Road
London
Date

My dear Hans,

It was nice to have a letter from you after so long and to hear that you are planning to come to England Unfortunately, I cannot help you much over a job As far as I can gather foreign students work mostly in hospitals shops or restaurants but this job is available only when they are physically here Such types of jobs cannot be secured by means of correspondence You would look for in advertisement columns which advertise jobs for students

The best thing is that come for a holiday trip and try to find an employment for you I will also extend all my possible co-operation We will be delighted to have you here Please inform me of your probable date of arrival I am anxiously looking forward for your early reply

Yours sincerely,
JOHN

92 A letter from Shri Vijay Kumar Gupta Delhi to his friend Surinder Mohan lives at Dehra Dun inviting him to visit the historical places at Delhi during Summer vacation

4/54 Roop Nagar,
Delhi
Date

My dear Mohan,

Day after day and month after month have since elapsed but nothing has so far been heard from you It seems you have erased my memory from your heart I think the examination fever has since come to an end and your college will be going to break up for summer vacation by middle of May It will be a pleasure if you come here for a few days for a change of climate and visit the historical place in Delhi Besides this there are other things worth seeing such as Parliament House Rastrapati Bhawan, Delhi Zoo etc etc You will really appreciate when you see the highest tower, In the world Qutab Minar, Himayun Tomb, Old Fort, Jantar Mantar These buildings are symbols of the ancient artmanship I again request you to come here some how or other for a few days

I will have happy time in your company

Yours sincerely
VIJAY

93 Letter from Surinder Mohan to Shri V K Gupta Delhi in response to his letter from Dehra Dun

28, Dhakrc a Road
Dehra Dun
Date

My dear Vijay,

I received' your letter today which gave me a great jov Dear frie~d how can I forget you During our school days you had been all along my helper, well wisher and sympathiserandia trust-worthy friend You always stoodbymein weal and woe and shared my sorrows and hapiness How can I forget your act of gratitude Don t think me an ungrateful person I will remember you till the last drop of blood runs in my veins Come what may I will come to see you during my summer vacation and also visit the old historical monuments of Delhi It was my keen desire to see the old relic of Delhi which had been the seat of many Governments and Dynasties Your memory is still fresh in my mind I am really indebted to you for the timely help you gave me

Pay my compliments to your parents

Yours sincerely
SURINDER MOHAN

94 A letter from a gentleman requesting a lady for donation

25 Pandara Road
New Delhi
Date

Dear Mrs Mehra

You are fully aware of the fact that there is a lot of poverty and unemployment among the youth of our country They are unable to get a square meal despite best efforts Considering the pros and cons we have decided to start a Relief Fund for such people till they get a suitable job We are collecting donations for this purpose

I know how sympathetic you have been towards the poor In view of this I request you to contribute some thing to this noble cause I also request you to exercise your influence among your friends to contribute liberally towards this fund

I shall be highly grateful to you

Yours sincerely,
KAMAL BHATNAGAR

95 Reply from the lady in response to the letter of a gentleman requesting for the donation

6-B, Janakpuri
New Delhi
Date

Dear Mr Bhatnagar,

I have received your letter for the request of the donation towards the Relief Fund for the needy persons of our country I appreciate your noble action but I am sorry to inform you that due to some abnormal financial difficulties I am not in a position to contribute anything towards the Relief Fund in question I will support the cause strongly and persuade my friends to contribute as much as *they can I myself will go from door to door and raise the funds for the scheme I will also induce all my relations to contribute liberally*

Rest assured I will leave no stone unturned to make the scheme a successful launched by you I wish you every success in your noble efforts

Yours sincerely,
MRS AMARNATH MEHRA

96 A letter from a lady to a gentleman requesting him to sell tickets of a charitable concert organised to raise funds for the Educational Institution for orphans

550, Marine Drive
Bombay-23
Date

My dear Martin,

You will be glad to know that Members of Welfare Society for the poors have decided to arrange a concert to raise fund for an Educational Institution for the orphans The money is badly needed for the continuance of the education of the orphans who entirely depend on the society for financial help In case we do not pay attention towards their education their future will be doomed and career spoiled

The function will take place on next *Sunday in the Community Hall at* 7-30 P M I am sending you a booklet of 20 tickets and hope that you will sell them among your friends relatives and acquaintances If you can sell more the better it would be and I will send another booklet of 20 tickets

Many prominent people of the locality have promised to make this concert a successful one and extend their fullest co-operation and sympathies Please do your best on behalf of the Institution which is in fact a deserving one

Any service for me

Yours sincrerely,
MRS N BROWN

97 Reply from the gentleman to the lady in response to her letter assuring help for the sale of tickets for charitable concert

45 Lover s Lane
Bombay-45
Date

Dear Mrs Brown,

I am glad to hear that the Members of the Welfare Society for the poors have arranged a concert for raising funds for the benefit of the orphans It is really a noble cause and deserve co operation sympathies and help from all corners I will do my best to sell the tickets as many as I can I will make all possible efforts to make the concert a successful one In case I want more tickets I will write you to send me another book-let of 20 tickets I assure you that I will try my best to dispose all the tickets as early as possible Huminity demands to work earnestly for a noble cause It matters a little if you have to undergo some trouble

My good wishes are with you and I am always at your service

Yours sincerely,
LUTHER MARTIN

98 A letter from a lady to a gentleman regarding some information about the character of a young boy for matrimonial alliances of her daughter

6-A Rajouri Garden,
New Delhi
Date

My dear Chopra,

Today I am going to ask you about a very delicate question but I hope you will understand and realise my position and answer it accordingly There lives a boy named Ashok in your neighbourhood As a matter of fact he is getting very friendly with my daughter Nargis Of course, we all of us like him very much He is a healthy and smart boy but I wish to know more about him Whatever you tell me I will keep it to myself in the strictest confidence Please inform me about his family background educational qualifications occupation nature and behaviour etc Is he a man of character and what is his future propects of life I would request you to take personal interest and make thorough enquiries about the boy in the light of above points

As a mother I wou'd like to know as much as possible about the boy before the match is finalised I know you will try to help me in the matter

With kind regards

Yours sincerely
PRABHAWATI GOEL

99 Letter from the gentleman to a lady in response to her letter regarding matrimonial alliances of her daughter

12 Hathi Khana,
Rohtak Road
Date

My dear Mrs Prabhawati

I have just received your letter wherein you have asked me the particulars of Mr Ashok for matrimonial alliances of your daughter Miss Nargis I may tell you that the match is suitable for your daughter in every respect He belongs to a respectable Aggarwal family His father is a leading businessman in Bombay One of his uncles is an eminent lawyer in Delhi High Court and is earning a lot of money His father has his own house in Model Basti The nature of the boy is very good He neither drinks nor smokes He is strictly a vegetarian The whole family lives in Delhi His father generally remains out of Delhi on business tours The mother of the boy is a gentle lady She is religious minded The boy has three elder brothers and all of them are married and are well settled in life The boy in question is also financially sound and is a partner in the business with his father Prabha, I assure you not to worry about the antecedents of the boy and finalise the match for your daughter Your daughter will roll in wealth and will enjoy a comfortable and happy married life

Yours sincerely
P C CHOPRA

100 A letter from an elder brother to his younger sister who has been recently married enquiring from her how she is feeling in new atmosphere and what kind of treatment is met out to her by her in-laws

4/24 Roop Nagar
Delhi-110007
Date

My dear sister

I have not received your letter since you have been married All of us miss you badly How are you feeling in new atmosphere ? Have you adapted yourself to the climatic condition of Bombay ? I think the climate of Bombay will suit you because it is neither too cold nor too hot It is moderate throughout the year How do your in-laws behave with you ? Does any dispute arise over the question of dowery ? What kind of treatment is being met out to you by your husband ? I presume that he is every inch a gentleman and is above board in his dealings Since you possess the quality of adjustability it is not difficult for you to steer through any odd circumstances You have the spirit of patience and preseverance and can overcome mountains You can do the most difficult work successfully without complaint from any corner I advise you to be an opportunist and handle the situation intelligently and tactfully You should not be prejudiced against any person unless you have tried him Always do unto others as you wish to be done by them If you follow my advice you will make your life sublime Please pay my compliments to your in-laws

I am ever,
your well-
SURESH

2 A lottor of Congratulations from a girl to has friend on her engagement

18 Tilak Marg,
Bombay-35
Date

My dear Miss Somanathan Pillai,

A few days ago mother wrote me about your engagement and we want to inform you how much delighted we were The boy with whom you are going to be married is really handsome and possesses a charming personality He comes of a good and respectable family He would be an excellent match He has all the good qualities of a good husband I am sure you will have a happy life with him

Please accept our good wishes and also send our congratulations to your would be husband

Yours sincerely,
PADAMANI

3 Letter of congratulations to a Couple on their marriage

487-Jail Road,
Ahmedabad
Date

Dear Naresh and Nargis

The news of your marriage filled us with joy beyond expression We were thrilled to hear about your wedding My wife and I join in sending our love and contentment

Please write to us when are you going to pay a us visit us ? We wish to shower our blessings and congratulation in person

Your well wishers,
Mr & Mrs Kulkumari

4 Letter of congratulations to a bridegroom

17-A Model Town
Modi Nagar (U P)
Date

My dear Gopal

I cannot express my deepest pleasure to know about your marriage I wish you a happy prosperous married life I hope you will be contented with your newly married wife Please accept my heartiest congratulations Please pay a visit to us some day We miss you too often

Yours sincerely
Mr & Mrs Kulkarni

5 Letter of congratulations to a bride on her recent marriage

45 Satyavati Memorial Road
Gandhi Nagar, Allahabad
Date

My dear Sushma

It gave me an immense pleasure and happiness when I came to know about your marriage After all your long cherised desire has been fulfilled The match you have got possess the quality of head and heart He is really a befitting match for you I am sure you will get desired happiness in his company

Accept my heartiest congratulations

Yours sincerely
VEENA

6 Letter of congratulation on the birth of a son

35-Mohan Niwas,
Ram Gali Calcutta
Date

My dear Chatterji,

We are all very happy to hear the good news that you have been blessed with a son I think the newly born baby will be quite healthy and a charming child After all God has granted your long cherished ambition in your life I and my wife both send you our best wishes and congratulations Please do pay a visit some day All of us miss you very much

Yours sincerely,
Mr & Mr SURESH

7 Letter of congratelation on the birth of a daughter

197-Pillai Street,
Shillong
Date

My dear Ramachandaran,

You have been waiting for a child since long In the absence of a child the home looked like a desert The loneliness has taken away your charm and mirth After a long time God has rewarded your patience The daughter is a fortunate child and will bring you happiness Now both of you will be busy and a state of vacant atmosphere will be removed

The birth of a daughter is a stepping stone for a son Thank God that the daughter and her mother are in good health

Accept my congratulations and best wishes

Yours sincerely,
ANANDAN

8 Letter of congratulationson birthday of a friend

705-Bara Bazar,
Calcutta
Date

My dear Banerji,

Accept my heartiest congratulation and good wishes on your birthday I hope that ensuing year will bring you happiness and prosperity May you succeed in your mission Your efforts will be crowned with success

I am sending a humble gift 'Biographies of Great Men as a birth gift I hope you will enjoy it Every chapter of this book carries a good lesson that men have attained perfection in their lives through patience and perseverance Wishing you many happy returns of this day

Yours sincerely
CHATERJEE

9 Letter of congratulationsto a friend on winning an honour/title

35-Prem Gali,
Bombay-35
Date

My dear Kamraj

Accept our heartiest congratulations on wining Padam Shree' You have been the most fortunate among our nearest and dearest friends You have been a social worker and took great pains in the service of mankind Really you deserve this award more than any one I can think of After all your labour has borne a sweet fruit We are sending you our best wishes Please do come one day and have a cup of coffee with us

Yours sincerely
VENKAT

10 A letter of congratulationsto a friend on winning a reward prize in Olympic games

42-Lal Darwaza,
Delhi
Date

My dear Rajesh

It gave me an immense pleasure when I came to know that you have won the Ist prize in cricket olympic games It is really encouraging and worth-praising It is a wonderful thing you have achieved You have shown your worth and your work deserves appreciation

Please accept our heartiest congratulationsand best wishes

Yours sincerely
RAMESH

11 A letter of congratulationsto a friend on the occasion of winning a scholarship

Pratap Bagh,
Jaipur
Date

My dear Shyam

My heppiness knew no bounds when I came to know that you have topped the merit list of the successful candidates Please accept my heartiest and enthusiastic congratulations on your winning the scholarship It is really wonderful and worth appreciation that you have achieved your long cherished goal of your life Work is worship, you burnt the mid-night oil and your efforts have been crowned with success

Best wishes on your success from all of us

Yours sincerely,
RAM

12 Letter of congratulationsto a friend on recovery of his mother from long illness

Savitri Bhawan
Ganga Nagar
Date

My dear Ali,

It qave me immense pleasure when I came to know about the recovery of yourmotherfromillness I was very much perturbed when I heard this sad news She had been very gentle lady and always showed her love and affection for me Please accept my heartiest congratulation and bring her here in Delhi for a change of climate

With best wishes

Yours sincerely
MEHMOOD

13 A letter of congratulationsto younger brother on his success in I A S Examination

1480 Sadar Bazar
Gurgoan (Haryana)
Date

My dear Subash

Accept our heartiest congratulations on your brilliant success in the I A S Examination Your Bhabi was extremely happy when I disclosed the news of your success It is really creditable on your part You have won a fair name for our family You burnt the mid night oil and your labour has borne a sweet fruit I wish you success in your future life We miss you badly Please do come soon

Yours sincerely
DINESH

14 A letter of congratalationsto a friend on his recovery from illness

355-Aryapura,
Varanasi,
Date

My dear Bhargava,

I was very much delighted to learn that you have completely recovered from your illness You really suffered a lot due to this typhoid fever Your health has considerably reduced Now you should take all precautionary measures for the next four days because there is always likelihood of its relapse and such relapses generally take a serious turn Now you should avoid exertion and follow the advice of your doctor

I am sending you some interesting novels of Munshi Prem Chand to avaid bordem Please do come at Dehra Dun for a change of climate It is invigorating for health

Accept my congratulations and best wishes

Yours sincerely,
KAPIL

15 Letter of congratulations to a friend whose son has won Council s National Award for outstanding act of bravery and courage awarded by Indian Council for Child Welfare

2797, Gali Rajputan,
Subzi Mandi, Delhi
Dated

My dear Mathur

Words fail me to express my joy when I came to know that your son aged 8 years has been awarded a gallantary award from the Indian Council for Child Welfare for showing doubtless courage and Act of Bravery It is really wonderful and commendable for a little boy to get a child lifter arrested by the Police Really your son is a brave and courageous boy who possesses such sense of responsibility and presence of mind at such a small age

Please accept my congratulations for this act of heroism and fearless courage

Yours sincerely,
TULSI RAM

16 A letter of congratulationson recovery from illness of a friend s wife

Rana Pratap Bagh
Delhi
Date

My dear Aggarwal

I was very much delighted to learn that your wife has completely recovered from illness due to maternity Now you take every possible care and precaution lest see should fall a prey to some other disease You should give her nourishing diet Avoid exertion and provide her complete rest for at least a month After maternity she has gained a new life God is very kind to you that she is now quite out of danger and completely recovered

Accept my heartiest congratulations and best wishes

Yours sincerely,
VIRENDER

17 Letter of congratulationsto a friend on Silver Jubilee wedding aniversary

A/I-330, Janakpuri,
New Delhi
Date

My dear Ramesh,

My heartiest congratulations on your silver jubilee wedding aniversary Now you have completed 25 years of happy married life It is really a great achievement in one's life to pass such a long period without any worry It is a creditable thing on your part We are sending a small present a silken saree for your wife and a fountain pen for you as a token of our sentiments We wish you enjoy more such anniversaries much happier than previous one

With love to children

Yours sincerely
MAHESH

18 Letter of congratulationsto a friend on winning a lottery

53-D, Kamla Nagar
Delhi
Date

My dear Vijay,

It infused a thrill of happiness when I read your name in the list of winners of Haryana Lottery Really you are very fortunate to have one lakh Rupees over a night How do you to propose to spend such a huge amount

I with all my friends congratulate you on this happy occasion and also join with your relatives in offering my good wishes and felicitation on your good future

When are you going to celebrate this happy occasion ?

Yours sincerely,
AJAY

19 A letter of congratulation to a friend on his promotion

B-6, Janakpuri
New Delhi
Date

My dear Parveen

It is a pleasure for me to learn about your promotion After all your labour has borne a sweet fruit You deserve it since long My joy knows no limit seeing a friend promoted

No doubt your responsibility will be increased considerably in the new appointment but I am confident that you will discharge them most efficiently since you possess a quality of adaptability and command a respect among your colleagues

It is needless to say that all of us congratulate on this happy occasion and wish you the best of luck in your new post

Yours sincerely,
RAM RATAN

20 A letter of congratulation to a friend on his brilliant success in the examination

H No 20, Sector-16,
Chandigarh
Date

My dear Parveen

It was a pleasant surprise for me when I read your name at the top list of successful condidates in the Higher Secondary examination

Please accept my heartiest congratulation on your brilliant success Your achievement is worth-appreciation and you should he proud of it Your labour has borne fruit I hope you will win a scholarship in the university if you continue the same tempo of study My parents are very happy on your glorious achievement I would like to suggest that you should take science subject in college so that you may be benefited in the long run

I wish you a briliant career in future

Your sincerely
NAVEEN

21 Letter of congratulationsto cousin brother on the engagement of his daughter

39 Kaisthan
Mohallah
Kanpur
Date

My dear Suresh,

I was very happy to learn that your daughter Ranjeeta has been engaged with Anil I know the family of the boy He belongs to a respectable family You are really fortunate to have such a good match for your daughter

My younger son and Anil had been college mates He often used to tell me that Anil possesses all the good qualities of a man I assure that it would be very good match for Ranjeeta We are anxiously awaiting for the date of wedding

Please write without any hesitation for any service

Yours sincerely,
RAMESH

22 A letter of congratulationsto a friend who has won special achievement in cricket match

4/43 Roop Nagar
Delhi
Date

My dear Sunil

Accept my heartiest congratulations on your long cherished achievement

At last you have been able to win the 'Hind Kesari title through your well planned scheme and hard labour I had always been listening the running commentary of All India Radio and cannot help myself to admire you for your skill courage and achievements you have made

I wish may your patience and perserverance bring happy fruits and bring more laurels to you in the future

With best wishes

Yours sincerely
KAMAL

23 A letter of congratulationsto a friend on his winning the election of M L A

3240 Khari Baoli,
Delhi
Date

My dear Dwarika Parasad

I heartily congratulate you on being elected to Haryana Vidhan Sabha from Sonepat constituency The voters of your area have acted wisely and judiciously in casting their votes in your favour They have placed their confidence in a man of high moral character and unquestionable integrity

I hope you will perform your duties without fear or favour, ill-will or affection You will consider all alike—rich or poor and high or low With best regards

Yours sincerely
RATAN

24 Letter of congratulationsto uncle who has recently built a new house

320-Vaish Colony,
Sonipat Haryana
Date

My dear Uncle

Words fail me to express my happiness when I came to know that you have built a house of your own It goes without saying that it is a symbol of your bard labour It is really creditable to construct a house in these days when the price of everything has touched the sky You have done a wonderful thing with meagre source of income

Anyway the fact cannot be denied that you worked day and night and your labour has borne a sweet fruit

Please accept my heartiest congratulations

Yours affectinately
PARTAP

25 Letter of Congratulationsto a neighbour on his father s recovery from a protracted illness

45-B Tilak Nagar
Delhi
Date

My dear Mahesh

The news gave me imense pleasure when I came to know that your father has recovered from illness Now you should take all precautionary measures advised by the doctor You should know that health is wealth Give him complete rest for two or three months Now you should regulate his diet Prevention is better than cure Please come here with your father for a few days for a change of cimate With best regards Accept our congratulation from all of us

Yours sincerely
RAM

26 Letter of congratulations to a neighbour whose son has been recently promoted in the office

875 Sikh Mohallah,
Amritsar
Date

My dear Sukhbir Singh,

My joy knew no bounds when I came to know that your youngest son has been promoted to the cadre of I A S Believe it or not it is the highest achievement in his official career It is out of place to mention that he is intelligent and wise He bears an old head on young shoulders It is the result of his honest labour that God has rewarded him adequately

Accept my heartiest congratulation When you are going to give a sumptuous party on the account

With best regards

Yours sincerely
BALBIR SINGH

27 A letter of congratulations to a neighbour whose son is going to abroad for higher studies

355 Srinivaspuri
New Delhi
Date

My dear Thompson

It gave me much pleasure when a friend of mine disclosed the news that your son has been selected by Government of India for Technical Higher Studies in West Germany He is really a shining star of your family After completion of his education your financial worries will come to an end He is a promising boy and will undoubtedly earn a good name for you as well as to your whole family

Please accept my heartiest congratulations on this happy occasion What about our sweets

Rest is O K With best wishes

Yours sincerely
VINCENT

28 A letter of congratulations to a friend who is going to celebrate Honey moon

16/20, Shakti Nagar
Delhi
Date

My dear Sunil

Accept my heartiest and happiest good wishes and congratulations on your marriage The news that you are going to Kashmir for your Honeymoon pleased me very much Really Kashmir is a worth seeing place in the world It is next to Switzerland It is a mini heaven on Earth You should draw some snaps of natural scenery Wish you best of luck and happy journey

With best regards and love

Yours sincerely
ANIL

29 A letter of congratulations to a friend who is going on a pilgrimage after retirement

Murad Nagar,
(U P)
Date

My dear Khurana,

It is a thrilling news for me that you have retired quite hale and hearty after rendering 35 years of service and going on a pilgrimage to holy shrines

I congratulate on this happy occasion from the core of my heart There are a few persons so fortunate like you who discharge their liabilities before retirement Now you are a like free bird to move freely wherever you wish I wish a happy journey and return safe and sound

With best regards

Yours sincerely,
SHARMA

30 A letter of congratulations to a friend whose son has married a foreign girl

4/43, Roop Nagar
Delhi
Date

My dear Dhawan

It yielded me the highest pleasure when I came to know about the marriage of your son to a foreign girl I felicitate you on this happy occasion Marriages are pre destined We should be happy on such alliances A thing of beauty is a joy for ever We should not attach much importance to riches True happiness does not lie in riches We should think ourselves fortunate if our sons and daughters choose a suitable life companion and lead their life happily

Accept my heartiest congratulation on this happy occasion of marriage of your son With best regards

Yours sincerely
NARESH PATHAK

31 A letter of congratulation on the birthday of an eminent leader of the country (*viz* President, Prime Minister Governor, Chief Minister Member of Parliament) or legislative Assembly etc

Mohan Niwas
Kali Bari,
Bareilley,
U P
Date

Dear Shri Kumarji

Accept our heartiest congratulations on your birthday I/we the citizen of India look forward to your leadership in building a strong nation based on the principles of Socialism, Secularism and Democracy on this great occasion of joy We pray to Almighty God to give strength and courage and longer life to serve this great nation and people for many years to come

With all love regards and respects

Yours sincerely,
CHANDER BHAN

32 A letter to congratulations to a friend on getting a good job

735-A, Ashok Vihar,
Delhi
Date

My dear Arun

I was very much happy to learn that you have got an appointment in a leading English concern It would be very much beneficial to you in the long run as you will get experience in this reputed firm Your appointment is an honourable and responsible one I am sure that you will leave no stone unturned to discharge the duties allotted to you

It is a golden opportunity for you to show your worth God has rewarded you for your labour Now you will have sufficient money at your disposal to meet your requirements

Please accept my heartiest congratulations on this happy occasion

Should I expect invitation on celebration of this happy event ?

With best regards

Yours sincerely
KRISHAN

33 A letter of congratulationsto a friend on the eve of inauguration of his factory

17 Laxmi Nagar,
New Delhi
Dare

My dear Sukhbir Singh,

Accept my happiest and heartiest congratulations on the occasion of inauguration of your factory It is the most excellent achievement you have made in your life There are very few persons who can build up such a brilliant career at such a young age It is really creditable on your part It is the result of your hard labour and now you will reap its fruits in the years to come When do you wish to come here We look forward for your early visit Please do write in detail about the prospects of your future progress

Your early reply is awaited

Yours sincerely,
ARUN

34 A letter of thanks to a friend for a marriage gift

351 Model Basti
Delhi
Date

My dear John,

The gift you have sent on the occasion of my marriage is one of the most beautifull have received It occupies the most prominent place in our mind The statue of Mahatma Gandhi, the father of the Nation sheds a calm and peaceful atmosphere in our drawing room The statue depicts the true qualities of Gandhiji i e Truth and non-violence

Please do come on any day most convenient to you and see yourself how beautiful the statue looks

Thank you so much for a lovely gift you have sent

Yours sincerely,
STEPHEN

35 A letter of congratulations to a friend who has constructed a house of his own

B 35 Rana Partap Bagh
Delhi
Date

My dear Srivastava

I congratulate you on this happy occasion You have completed an uphill task of your life Construction of a house is not an easy work It involves time labour energy and what not Such people can be counted on fingertips who accomplish such an amazing work at such young age You have done a very good work for the coming generation You have brought a fair name for your faimly You have proved that labour never goes waste It always bears a sweet fruit When you are going to celebrate this occasion ?

Yours sincerely
SAXENA

36 A letter of thanks to a friend who has shown favour during you stay at Bombay

288 Bara Bazar
Dehra Dun
Date

My dear Nigam

I thank you from the core of my heart for the hospitility you showed for me during the period of my stay at Bombay Words fail me to express my thanks for you You are really a gem among my friends I had a wonderful fortnight at Bombay and cannot remember when I will have such a pleasant time in my life We shall remember it with pleasure and appreciation

Thank you for your favour shown to me

Yours sincerely,
RAMESH

37 A letter of thanks to aunti for a wedding gift

F-17 Model Town,
Delhi
Date

Dear Aunti,

I thank you heartily for the marriage gift you have sent to me The electric grinder is in perfect order and is very useful for domestic use We have arranged for a dinner and you and dear uncle will be our first guest on this occasion You will see yourself how beautiful your gift looks in our kitchen

Dear Aunti your choice is very nice and thoughtful You are generous too by sending such a nice grinder We miss you very much

Yours affectionately
SAMPAT

38 A letter of thanks to younger sister who has sent a birthday gift on the birthday ceremony of her nephew

42 Prem Nagar,
Delhi
Date

My dear Kusum

"May God bless you'

I think you are a mind reader and a Psychologist Your selection for a toy train for Munna is really befitting his taste He has liked it very much more than

any other toys brought by my several friends

Munna is very much excited and misses you too often

We are looking forward eagerly to your early visit

Accept my thanks for the gift

Yours sincerely,
LALIT

39 A letter of thanks to uncle for a birth day gift

132-D, Kamla Nagar,
Delhi
Date

My dear Uncle,

Many many thanks for lovely watch you have sent on my birthday The present is really very lovely and beautiful All my friends liked it very much and appreciated your choice

Now I will never be late in school and will do my work in time Its golden dial is very attractive I will keep it safely as a token of your memory Pay my respect to Aunti

Yours loving nephew,
SUNIL

40 A letter of thanks to a person who has returned your brief case that you left in the train

Village Jalra
Uttar Pradesh
Date

My dear Aggarwal,

Words fail me to express your thanks when I received my brief case early in the morning It contained my important documents and my official files In case the same was not delivered to me I would have suffered a great loss It would have been very difficult to obtain the duplicate copies of all these papers Really you have done a very good service for me

I wonder that still there are a few honest persons like you God will reward I am sure of it

Yours faithfully
SUNIL

41 A letter of congratulation to a friend who had a narrow escape in scooter accident

350 Model Town
Sonipat (Haryana)
Date

My dear Khanna

I was very sorry to hear that you met with a scooter accident but many thanks to God that you had a narrow escape Really you are lucky enough It was all due to the graciousness of the Almightly God Now I advise you to avoid rash driving These days there is great rush on the roads and it is very difficult to control the speedy vehicle

Nothing will so cheer my heart as to read a few lines written with your own hand

Accept my congratulations for your safety

With best regards

Yours sincerely
SURINDER

42 A letter of thanks to a friend for a wedding gift

190-WZ Ranjit Nagar,
Amritsar
Date

My dear Gandhi,

Thank you for your wedding gift you have sent for my wife The silken saree is really very beautiful My wife and her friends liked it very much The gift is a testimony of the fact that how deeply you love me The sari suits my wife very much as the colour and design is of her taste We are giving a party to all my dears and nears Please do come on the occasion with faimly, my wife wishes to see your children Thanks

Yours sincerely,
NARESH

43 A letter of thanks to a neighbour who has saved your son from a child lifter

4/43, Roop Nagar,
Delhi
Date

My dear Shyam,

I find no words to pay my thanks to you You have done a very good job by rescuing my youngest son from a child lifter We are all thankful to you and will remain indebted to you in future How can I reward you for the brave and gallant work you have done You have saved the boy at the risk of your life Who knows these child lifters should have stabbed my son to death You have kept the lamp of my family kindled for years to come Nothing can be a befitting reward for brave deed

I wish you a long and prosperous life I am sending a humble gift please do accept it

Yours sincerely,
PRITAM

44 A letter of thanks to a friend for his timely financial help

Begum Pull,
Meerut City,
Date

My dear Sarvan Kumar,

I am very much indebted to you for your timely help You have saved my honour in the society, but for you help my prestige would have been lowered Thank you from the core of my heart You are a friend in deed You have proved the veracity of the proverbs that a friend in need is a friend indeed Misfortune is the touchstone of friendship I have no words to pay my thanks

May God bless you with happiness and prosperity

Yours sincerely
SUDESH

45 A letter of thanks to a neighbour who saved your House being burnt in your absence

A I -330,
Janakpuri,
New Delhi
Date

My dear Parkash,

A good neighbour is a heavely gift It is a blessing Those who have a neighbour like you are the most fortunate in this world In case you would not have taken remedial measures my house and all belongings would have been burnt to ashes It is your fortitude and spirit of courage that has saved us from being ruined If you had not informed the fire brigade the house would have been reduced to ashes and we would have been reduced to poverty I find no words to pay my thanks to you You have done really a praise-worthy and a wonderful work

Yours sincerely
BAHADUR

46 A letter of these to your classmate from whom you borrowed a book during examination days

45-B Andha Mughul,
Subzi Mandi
Delhi
Date

My dear Pritam Singh

The book which I borrowed from you did me good service during examination days I am very much thankful to you for your timely help You have saved my money and time as well You gave me the book when it was also required by you This shows that you have a great regard for your friends and possess a quality of sacrifice

But for this book I would not have secured even pass marks I hold you in high esteem Please accept my thanks How shall I pay the act of kindness you have shown to me

Please accept my heartiest thanks on this occasion

Yours sincerely,
GURMEET

47 A letter of thanks to a neighbour who has saved your son from a drowning tragedy

388 Kasturba Road,
Allahabad
Date

My dear Verma,

God had sent an angel from heaven in the guise of a neighbour to save my son from drowning I have no words to pay my thanks to you In case you had not been there he would have been drowned All of us are indebted to you You have filled our lamp with oil and it will burn in your honour Your memory will always be every green in our hearts

We wish you a long happy and prosperous life in the years to come

Please accept my thanks

Yours sincerely
PRABHA

48 A letter of thanks to a stranger who has restored your lost child in the the Industrial Trade Fair

F 10/17, Model Town,
Delhi
Date

My dear would be friend,

It gives me immense pleasure to thank you on the restoration of my lost child in the Exhibition We had lost all hopes of his recovery All our efforts had proved futile to search him

It infused a new life in the family when your goodself brought the child safe and sound The joy of the mother knows no bounds when she gets her lost baby We have no words to pay our thanks to you Please let us know the expenses you have incurred on him so that the same may be remitted to you

Please pay a visit to us one day Accept our thanks

Yours sincerely,
PARDEEP KUMAR

49 A letter of thanks to a friend who helped you to secure a job after your graduation

275 Sadiq Nagar,
New Delhi
Date

My dear Ganeshan,

I am very much thankful to you for your help to find a job for me Since my graduation I tried my level best but could not succeed I applied for a job in many offices but unfortunately luck did not favour me The entire credit goes to you who has done so much for me to find a job Now I will be able to make both ends meet during these hard days Words fail me to express my thanks to you In true sense you are my real benefactor, well wisher and sympathiser

we all miss you badly Please pay a visit some day

Yours sincerely
SURESH

50 A letter of thanks to a friend who helped to finalise the metrimonial alliances of your daughter

H No 2016
Fatahpur, (Rajasthan)
Date

My dear Sanghania,

Many thanks for co opration and help in finalisation of a suitable match for my daughter You have been put to a great trouble and inconvenience in the settlement of this match I have no words to pay my thanks to you Really you have taken much trouble for my sake You are a true friend in words and action A very few persons have such type of sympathetic attitude, like you on whom the world can feel proud May God bestowupon you all the riches of the world

With best regards

Yours sincerely
PRAN

51 A letter of thanks to a friend who looked after you during the period of your hospitalisation/illness

526 D Kidwai Nagar
New Delhi
Date

My dear Rajindera Prased

I thank you for your service during my illness in the hospital Even my dearest and nearest turned their back during this crisis period but it were you who came forward boldly and helped me physically and financially How can I forget your true sympathy You have proved the old saying Misfortune is the touch stone of friendship I have no words to pay my thanks to you You are really an embodiment of all virtues of heart and soul You have a warm heart under a rough skin It is all due to your sincere efforts that I have been survived otherwise there was little hope of recovery There was no sign of pessimism and despondency on your face You always encouraged my family and did your best. Please accept my thanks

With best regards

Yours sincerely,
TARUN

SECTION 2

BUSINESS LETTERS

BUSINESS LETTER WRITING

In modern days entire business depends on correspondence The people manufacturing or producing things at one end of the country supply their products to different dealers in different parts of the country In order to achieve this object there is always a necessity of correspondence These days the correspondence is the soul of Every Business We can, therefore, classify the different types of correspondence in the following categories

1 Quotation enquiries
2 Placing of orders,
3 Business queries i e asking for information and rates,
4 Making complaints and adjustments,
5 Enquiries to promote business,
6 Information regarding Import & Export, Banking and Insurance facilities etc ,
7 Applications for jobs in response to advertisements of certain firms and companies or general advertisement in the newspapers,
8 Terms and conditions

The *salient features of a good business letter are as under* -

(i) Company's name and address
(It is either printed or typed at the top of the page)
(ii) Telephone number or Telex if any
(iii) Telegraphic address
(iv) Date
(v) Reference number
(vi) Salutations
(vii) Subject matter
(viii) Signatures
(ix) Enclosures if any

MODEL LETTERS

(PLACING ORDERS AND QUOTATION ENQUIRIES)

1 Write a letter from a supplier to M/s Piston Cranks Ltd Faridabad regarding supply of steel scraps

41-A, Mayapuri
Delhi
Date

To

Messrs Piston Cranks Ltd ,
Faridabad,
(Haryana)

Subject Regarding supply of steel scraps

Dear Sirs

I would like to thank you again for your order of last month for supply of 10 tonnes of steel scraps to your esteemed organisation out of which we have already supplied you about 2 tonnes, the bill for which has already been submitted to you in triplicate as required by your Accounts Branch

I am sorry to inform you that both our loerry drivers have suddenly fallen ill and as a result of which we are not in a position to forward to you our next supply at present Moverover it is very costly to send the delivery of the goods through hired transport

In view of the position as explained above I would request you to kindly allow us some more time for the next delivery of the goods till our drivers recover

I hope you will kindly consider the case favourably Thanking you for your valued consideration

Yours faithfully,
A K MEHTA

2 Mr Mohan Lal had been staying in Oberoi Hotel New Delhi He paid the bill by a crossed cheque and the same was dishonoured as he forgot to put the date Write a letter on behalf of the Manager requesting the customer to return the cheque duly corrected

Hotel Oberoi,
New Delhi
Telephone No
Telegram -Oberoi
Date

To

Shri Mohan Lal
13-B River Valley Road
Madras

Dear Shri Mohan Lal,

I may draw your attention to the fact that you had patronised us by your kind stay in our hotel during the month of January 1980 You had signed a cheque for dues for Rs 500 I am sorry to inform you that you had forgotten to put a date at the top and as a result of this the cheque in question could not be cleared The cheque is returned herewith for necessary correction

May I request you to return the cheque duly corrected at your earliest

Thanking you We assure you of our sincere services

Yours Truly,
Manager,

Encloure *One cheque for Rupees 500*

3 Asking for goods on approval

35 Curzon Road
Bangalore
Date

To

Messrs Smith & Co,
Book Sellers & Publisher
15 Rajendera Marg
madras

Dear Sirs

I have been introduced by one of my friends that a variety of novels and story books are available with you Will you please send me a few novel written by Kali Dass for approval I will bear the cost of postage both ways on any book returned

Thanking you

Yours truly
S LAL

4 Write a letter to the Sales Manager of New India Name Platers & Anodisers New Delhi, Who are the designers and makers of Name Plates for different purposes, enquiring about the terms and conditions (i) Bulk purchase (ii) Taking agencies

MOHAN LAL & SONS
(Dealers in Aluminium Name Plates)

Telephone No
Telegram
Reference No

Ram Nagar,
D-95, Bhopal,
Date

To
The Sales Manager,
New India Name Platers and Anodisers,
115-A, Phase I, Mayapuri
New Delhi

Subject - Regarding Terms and conditions for the supply of Name Plates etc

Dear Sir,

We have come to know that your firm designs and makes Aluminium Plates of the world staudard for different purposes We are pleased to introduce ourselves as Dealers in Aluminium Name Plates etc

We are interested to purchase your goods in large quantity and also wish to enrol ourselves as an agent for the distribution of your goods in our area We assure you of our best services in Delhi, Haryana and Uttar Pradesh

We, therefore, request you to intimate us your terms and conditions

Looking forward for your early reply

Yours truly
For MOHAN LAL & SONS

5 *Order for goods to be sent as per bearer*

117, Ajmal Khan Road
Karol Bagh New Delhi
Date

To
Messrs Brown & Co ,
Chandni Chowk
Delhi

Dear Sir,

The bearer of this letter is a personal friend of mine and is most trustworthy and reliable Kindly send the following articles through him The bills should be posted to me at the end of the month as usual -

1 6 pens (Parker)
2 One dozen Exercise Books

Yours truly,
R S SHAH

6 **Shalimar Export Corporation of India New Delhi deals in ready made garments and supply the same to Middle East Countries i e Iran Tehran Indonesia etc through authorised agents Write a letter to the Managing Director Shalimar Export on behalf of Usha Garments Co regarding terms and conditions for (i) Speification of readymade garments for bulk Purchase (ii) For taking agencies**

USHA GARMENTS CO
(Export Quality Traders)

Date

Telephone
Telegram
Reference No

To

The Managing Director,
Shalimar Exports Corporation of India
Karol Bagh,
New Delhi

Subject -Regarding terms and conditions for the supply of the readymade garments

Dear Sir

We understand that you deal in readymade garments and also export them to Middle East Countries through your authorised agents We have pleasure to introduce ourselves as the agents of vairous companies who also export the readymade garments to different countries We have good reputation and possess all the requisite qualities of a good agent We are interested to make a bulk purchase for the export of your goods through our agents Please send us tne specification of your readymade garments

Kindly appraise us of your terms and conditions for taking agencies
Hoping for an early reply,

Your truly
For USHA GARMENTS CO

7 Write a letter from the Manager of the firm Messrs Gupta Bros Karol Bagh New Delhi dealing in School Furniture i e Black Boards and Desks etc to the Principal of Govt Boys Higher Secondary School Roop Nagar, Delhi The Principal has asked for the printed price list

GUPTA BROTHERS
Karol Bagh, New Delhi
Dealers in School Furniture

Telephone Date
Telegram ,
Reference No

To
The Principal,
Govt, Boys Higher Secondaty School
Roop Nagar,
Delhi

Reference Your letter No dated

Subject - Regarding supply of Printed List of furniture i e Black Boards and Desks etc

Dear Sir,

We thank you for your esteemed enquiry for the supply of furniture for your school We are pleased to enclose herewith the printed list of the class-room desks and black boards as desired by you in your letter under reference Necessary details are contained therein We may also add for your information that we have been dealing in the school furniture for the last thirty years and command a very good reputation in the market We supply the article strictly in accordance with our stipulations and terms and conditions.

We hope our terms and conditions would surely meet your requirement and approval

Looking forward for your early and esteemed supply order
Thanking you,

Yours Truly
Manager
M/s GUPTA BROTHERS

8 Order for goods from a shop

25 Cresecent Road
Bombay-45
Date

To

The Manager
Cheap Silk Stores
Horn Road
Calcutta

Dear Sir

Please send the following articles as early as possible by V P P I am *remitting Rs 200 by Money Order in advance I assure you that I will take the* delivery of the goods —

1 5 dozen silk stockings @ Rs 30 per dozen
2 2 dozen handkerchiefs @ Rs 15 per dozen (Ladies size)
3 15 metres light blue silk ribbon @ Re 1 per metre
4 I dozen Baby Frocks @ Rs 8 per piece

Thanks,

Yours truly
MOHAN LAL

Encloure
Money order receipt

9 Retaining goods on approval (Reply of the above)

35, Curzon Road,
Bangalore
Date

To

Messrs Smith & Co
Booksellers & Publishers
15, Rajendra Marg,
Bombay

Dear Sirs,

I heartily thank you for sending me for approval the Novels sent by you All of them are really very good and to my taste ,I am retaining them all Please debit the cost as well as postage and transit charges to my account I will write for more when I have finished them

Thanking you,

Yours truly,
S LALL

10 Returning goods sent on approval

36, Curzon Road
Bangalore
Date

To

Messrs Smith & Co ,
Booksellers & Publishers,
15, Rajendera Marg,
Bombay

Dear Sirs

I thank you for sending me novels by Kali Dass according to my letter of the 25th instant I am sorry to inform you that the novels sent by you have already been read by me I am, therefore, returning the same The charges incurred by you may please be debited to my account

I am really sorry for the inconvenience caused to you Please acknowledge the receipt

Thanks

Yours truly
S LAL

11 Retaining a part of the goods sent on approval

35, Curzon Road
Bangalore
Date

To

Messrs Smith & Co ,
Booksellers & Publishers
15, Rajendra Marg
Bombay

Dear Sirs,

Thank you for sending me a dozen novels on approval according to my letter of the 25th instant Although they are just the type I like unfortunately I have already read seven of them I am therefore returning these at my own expense Kindly acknowledge the receipt Please debit to my account the cost of five books I have retained as well as the postage charges on the twelve books My bill may be sent to me as usual

Thanks

Yours truly
S LAL

12 Letter to a firm who has not supplied goods according to the orders of the purchaser

35, Crescent Avenue
Bombay
Date

To

The Manager,
Messrs Modern Silk House
Rouse Avenue,
Bombay

Dear Sir,

I received the goods in accordance with my orders dated 3rd of this month If you please refer to my order you will come to know that I asked for 30 metres of light blue silk ribbon but inadvertently you have sent me the same of navy blue colour I am sending the same as it is of no use for me I shall be thankful to you if you please despatch 30 metres of light blue silk ribbon

Thanks

Yours truly
MRS S BROWN

13 Letter of enquiry for supply of goods

Ref No Date

From

Punjab Shoe Company,
Kamla Nagar,
Delhi

To

Messrs Amar Shoe Company,
Raja Mandi
Agra

Dear Sirs,

We have come to know that you have been manufacturing shoes and leather bags of various qualities shapes and design for the purpose of export Nowadays in Delhi there is a great demand of such articles among high gentry provided they are made of pure leather and natural material Such good can fetch a good price if made according to the latest fashionable designs

I would request you to send the catalogue along with full details for the supply of your manufactured goods Terms and conditions and mode of payment may also please be intimated Please send us few samples approval also

We are looking forward for an early reply

Yours faithfully,
For PUNJAB SHOE CO
Manager,

14 Letter in response to a letter of enquiry regarding supply of goods and terms and conditions etc

Ref No

From Date

Amar Shoe Company,
Raja Mandi,
Agra

To

Messrs Punjab Shoe Company,
Kamla Nagar,
Delhi

Dear Sirs,

We thank you for your letter of enquiring regarding supply and manufacture of our products A copy of the export catalogue of our manufactured goods is sent herewith

We assure you that the colour and design will suit you and definitely appeal to the discriminating buyers

Besides this our representative Mr Suresh Gupta will be there next month and he will call on you and discuss the terms and conditions for the supply of our products He is fully authorised to enter into any contract on our behalf

We would feel pleasure to serve you

Yours faithfully
For AMAR SHOE CO
Manager

15 Letter to a firm for estimate

33-D Green Park,
New Delhi
Date

To

The Manager,
Messrs New Era House Decorators,
Chandni Chowk
Delhi

Dear Sir,

I wish to have a rough estimate for the redecoration of three rooms the work to include oil painting of the walls and ceilings Will you please send your representative to see me as early as possible I should also like to have from you some idea of the time in which you will be able to complete the work

Thanks

Yours truly
P S GUPTA

16 Letter to a firm for acceptance of the estimates

33-D, Rajouri Garden,
New Delhi
Date

To
The Manager,
Messrs New Era House Decorators,
Chandni Chowk
Delhi

Dear Sir,

I have received your estimate for re-decorating three rooms After due consideration I have decided to entrust the entire work of decoration to you for Rs 1200 00 subject to the condition that the whole work must be completed within a period of one month without fail Please inform me of the date when you intend to take up the work so that I may vacate the rooms to enable you to work smoothly

Thanks

Yours truly,
P S GUPTA

17 Letter of acceptance for the estimate

33-D Green Park,
New Delhi
Date

To
The Manager
Messrs New Era House Decorators,
Chandni Chowk,
Delhi

Dear Sir

I have received your estimate for decorating three rooms After a thoughtful consideration I have decided to get the work done by you I am enclosing a cheque for Rs 1,200 00 being the total cost of the work Kindly acknowledge receipt as in full settlement

Thanks,

Yours truly
P S GUPTA

18 Letter of enquiry for supply of electrical goods

Ref No Date

From

High Light Electric Supply Co Ltd,
Chandni Chowk
Delhi

To

Messrs Asian Cable & Electrical Co Ltd
Calcutta

Dear Sirs,

We have come to know that you have been the leading and prominent manufacturer of electric bulbs, tubes and cotton insulated wires.

It would be highly appreciated if you send us few samples and also let us know the terms and conditions of business and the quantity upto which the supply can be made to us

Thanks

Yours faithfully,
For HIGH LIGHT ELECTRIC SUPPLY CO LTD
Manager

19 Reply to the above letter

Ref No Date

From

The Manager,
Asian Cables & Electrical Co Ltd
Calcutta

To

Messrs High Light Electric Supply Co Ltd,
Chandni Chowk,
Delhi

Dear Sirs,

We thank you for your letter of enquiry regarding supply of electrical goods i e bulbs tubes wires etc

We can supply the goods for any quantity to the exact specification of your samples

We are looking forward for your early order

Thanking you,

Yours faithfully
For ASIAN CABLES & ELECTRICAL CO LTD
Manager

22 Letter of enquiry for supply of goods

Ref No Date
From
Parkash Radio Co,
Industrial Estate,
Faridabad
To
Messrs National Carbide Co
Paharganj
New Delhi

Dear Sirs

I am to inform you that last month your representative called on us and showed a few samples of new Dry Batteries for use in Radios and Transistors Now we have started the manufacture of this item and can meet your requirement Our prices are the lowest in the market and quality is also superior to that now available in the market

We are looking forward for your early order for execution

Thanking you,

Yours faithfully,
For PARKASH RADIO CO
Manager

23 Letter of enquiry for the supply of hosiery goods

Ref No Date
From
Shyam Lal & Sons
Hosiery Stores,
Sadar Bazar,
Delhi-6
To
Messrs Kuldeep Hosiery Works,
Ludhiana
(Punjab)

Dear Sirs

There is a great demand for hosiery goods in Delhi these days and we would like to have your quotations in respect of the following items —

1, 32 ' Men's sandow cream colour
2 30 Men s sandow white colour
3 Men's underwear 3 dozen
4 Stockings (cotton) (do) 8 dozen
5 Socks (Nylon) (do) 8 dozen

Yours faithfully
For SHYAM LAL & SONS
Manager

24 Reply to above

Ref No Date

From

Messrs Kuldeep Hosiery Works,
Ludhiana
(Punjab)

To

Shyam Lal & Sons,
Hosiery Stores,
Sadar Bazar, Delhi-6

Dear Sirs,

We heartily thank you for your letter of enquiry and glad to supply the rates of the hosiery goods as desired by you -

1 32 Men s sandow cream colour @ Rs 60 per dozen
2 30' Men's sandow white colour @ Rs 62 per dozen
3 Men's underwear (white colour) @ Rs 48 per dozen
4 Stockings (Cotton) @ Rs 48 per dozen
5 Socks (Nylon) @ Rs 50 per dozen

The quality of the goods is very good and the same will be packed in boxes of a dozen each The goods will be despatched by passenger train

The above prices are inclusive of packing and forwarding charges

Your faithfully,
For KULDEEP HOSIERY WORKS
Manager

25 Letter of enquiry in pursuance of an advertisement

Ref No Date

From

Mehta Fancy Stores
1025/25 Sector,
Chandigarh

To

Messrs Willson Pen Co ,
Venkateswara Road
Madras-34

Dear Sir

In pursuance of your advertisement in the Hindustan Times' we wish to place an order for a few dozen on trial basis Since there is no detailed information is available in the advertisement it would be highly appreciated if supply us sufficient information and send a few pens as samples

Thanks,

Yours faithfully
For MEHTA & CO
Manager

26 Reply to the above letter

Ref No Date

From

Willson Pen Co ,
Venkateswara Road,
Madras-34

To

Messrs Mehta Fancy Stores
1025/25-Sector
Chandigarh,

Dear Sirs,

We are pleased to note that you have been favourably impressed by our advertisement for pens We are sure that the quality of the fountain pens is very good and undoubtedly will confirm your opinion

Fortunately our salesman is in Chandigarh these days and will call on you with full range of samples Meanwhile we are sending you the latest list of prices We are looking forward for an early trial order Thanks,

Yours faithfully,
For WILLSON PEN CO
Manager

27 A letter of enquiry to Dehati Pustak Bhandar, Chawri Bazar Delhi in pursuance of their advertisement on radio for 'Speedily Speaking Course'.

Ref No Date

From

Nihal Chand & Sons,
Publishers & Booksellers,
24 Main Road, Dadar,
Bombay-14

To

Messrs Dehati Pustak Bhander
Chawri Bazar
Delhi-6

Dear Sirs

In pursuance of your advertisement on Radio regarding Speedily English Speaking Course' I am to inform you that there is a great demand of this book The advertisement does not indicate full particulars and sufficient details In view of this I would request you to send a few copies of the book in the first instance to enable us to place a bulk order for execution

We are looking forward to hear from you early.

Thanks

Yours faithfully,
For NIHAL CHAND & SONS
Manager

28 Reply to the above

Ref No Date
From
Dehati Pustak Bhandar
Chawri Bazar
Delhi
To
Messrs Nihal Chand & Sons
Publishers & Booksellers
24-Main Road Dadar,
Bombay-14

Dear Sirs

We note with pleasure that our advertisement has favourably impressed you for our book, namely, Speedily Speaking English Course We are confident that the study of this book from cover to cover will confirm the wordings of our advertisement We are sending you as a specimen copy for your kind perusal

Hoping to be favoured with an early order Thanks

Yours faithfully
For DEHATI PUSTAK BHANDER
Manager

29 A letter to the Manager of a Hotel regarding asking for hotel rates

110-C Defence Colony,
Agra

Ref No Date
To
The Manager
Oberoi Hotel
New Delhi

Dear Sirs

Will you please inform me the rates of accommodation you can provide me during the month of February I require single room accommodation with attached bath-room facilities Please also inform me about the entertainment charges per day

Thanks

Yours faithfully,
For RAM NARAIN SHARMA

30 Reply to the above letter

Ref No

Date

From

The Manager,
Oberoi Hotel,
New Delhi

To

Shri Ram Narain Sharma,
110 C, Defence Colony,
Agra

Dear Sir,

We acknowledge the receipt of your letter regarding enquiry of hotel charges for accomodation etc We assure you to provide all facilities and ameneties during your stay in our hotel Our charges are very moderate and reasonable We charge Rs 20 per day person inclusive of lodging and boarding charges

We are looking forward your visit and hope it would be a very pleasant one

Yours faithfully,
For OBEROI HOTEL
Manager

31 Letter, asking quotation for cloth

Ref No

Date

From

Gulab Rai & Sons,
Marwari Katra,
Nai Sarak, Delhi-6

To

The Manager,
Messrs Bombay Century Mills Ltd,
Bombay

Dear Sirs

We would be glad to receive the particulars of Khaki Drill and Green Drill for the purpose of uniform of Military and Police personnels Our requirement throughout the year is very heavy and there is every likelihood of accruing a large profit to you

We are Government Contractors for the supplies of the uniform for Army and Police personnels and so we are interested in the Drill Cloth as mentioned above

We hope that you would be the manufacturer of this type of cloth of various qualities We look forward for an early reply to enable us to place an order for the supply and its execution Thanks

Yours faithfully,
For GULAB RAI & SONS
Manager

32 Reply to the above

Ref No Date
From

The Manager
Bombay Century Mills Ltd
Bombay

To

Messrs Gulab Rai & Sons,
Marwari Katra Nai Sarak,
Delhi-6

Dear Sirs,

We thank you for your letter of enquiry and have the pleasure in quoting as follows —

(i) Khaki Drill 64 cms in pieces of 45 mts @ 4 85 per metre
(ii) Green Drill 64 cms in pieces of 45 mts @ 3 75 per metre

The quality of the drill is very good and unshrinkable and hard wearing and it is weather proof The quality of the drill is popular both at home and with Military personnel

Orders would be executed promptly and at reasonable rates

We enclose a comprehensive selection of samples We trust that we shall have the pleasure of supplying your needs

Thanks,

Yours faithfully
For BOMBAY CENTURY MILLS
Manager

33 Letter for asking rates and quotations etc

Ref No Date
From

Dunlop Rubber Goods Co (Pvt) Ltd
Queensway,
New Delhi

To

Messrs Goodyear Tyres Co
Bombay-35

Dear Sirs

We should be glad if you would send us as early as possible the latest catalogue of your Rubber Products The lowest price of the Rubber Products available may please be intimated and also indicate the terms and conditions on which you are prepared to execute our orders Thanks

Yours faithfully
For DUNLOP RUBBER GOODS CO (PVT) LTD
Manager

34 Reply to the above

Ref No Date
From

Goodyear Tyres Co,
Bombay-35

To

Messrs Dunlop Rubber Goods Co (Pvt) Ltd,
Queensway,
New Delhi

Dear, Sirs

We thank you for your letter concerning our price list and quotations etc We enclose herewith our letest price list and it would be seen therefrom that the same are the lowest in the market

Normally we supply goods on one month s credit and the period is extended under special circumstances depending upon the goodwill and firm s reputation We take every guarantee of our goods and assure refund of money in case of non-acceptance

Looking forwatd for your early order for immediate compliance

Thanks,

Yours faithfully
For GOODYEAR TYRES CO
Manager

35 Letter of enquiry and for quotations

Ref No Date
From

Bhana Mal Gulzari Lal,
Chawri Bazar,
Delhi-6

To

Messrs Gupta Steel & Iron Works Ltd,
Bhilai

Dear Sirs

We require Metal Scraps and Bowls in large quantity We have been given to understand from the Bengal Chamber of Commerce and Industries that you are the prominent leading manufacturer for the same We therefore are looking to you for our requirements

We are sending you a sample piece to guide you to manufacture the same accordingly It will be much appreciated if you let us know your terms and conditions and your capacity to supply the manufactured goods to us

Thanks

Yours faithfully
For BHANA MAL GULZARI LAL
Manager

36 Reply to the above

Ref No Date

From

Gupta Steel & Iron Works Ltd

Bhilai

To

Messrs Bhana Mal Gulzari Lal

Chawri Bazar,

Delhi-6

Dear Sirs

We thank you for your letter of enquiry for quotations etc regarding Metal Scaps and Bowls

We are glad to inform you that we can supply any quantity of wires from our stocks according to your specifications of the sample

We assure you of our immediate compliance and execution of your orders

We look forward for your early orders

Thanks

Yours faithfully

For GUPTA STEEL & IRON WORKS LTD

Manager

37 Letter for order for electrical appliances

Ref No Date

From

The Manager

Hind Electric Supply Co

Agra (U P)

To

The Manager,

Messrs Electricals Ltd ,

Bhagirath Place,

Delhi

Dear Sirs

Kindly refer to our earlier letter dated regarding the supply of electric goods I shall be glad if you please supply us as sample of 6 lamps of various sizees suitable for streets hospitals and schools offices and residential premises

Kindly send the invoice at your lowest price as far as possible

Thanks

Yours faithfully,

For HIND ELECTRIC SUPPLY CO

Manager

38 Reply to the above

Ref No
From
Date

The Manager,
Electricals Ltd
Bhagirath Palace
Delhi

To

The Manager,
Hind Electric Supply Co ,
Agra (U P)

Dear Sirs,

We acknowledge the receipt of your letter and thank you for your esteemed order you have placed on us We have booked your order in accordance with your instructions and requirements We will send the goods as soon as the same have been manufactured We hope that this initial order will lead to further business

Thanks

Yours faithfully
For ELECTRICALS LTD
Manager

39 Letter extending the period for the supply of goods

Ref No
Date ..
From

Girdhari Lal & Sons
Watch Dealers
Ghaziabad (U P)

To

The General Manager
Messrs Hindustan Machine Tools Ltd
New Delhi

Dear Sir,

We have received your letter regarding extension of time for the supply of goods we accept your proposal to have the delivery of goods within a fortnight

We request you to execute the order within this period to avoid further inconvenience to us Every possible effort should be made for timely execution of the order as no further extension of time will be allowed at our end

Thanks

Yours faithfully,
For GIRDHARI LAL & SONS

40 Lottor requesting for extension of period for the supply of goods

Ref No Date

From

The General Manager
Hindustan Machine Tools Ltd ,
New Delhi

To

Messrs Girdhari Lal & Sons,
Watch Dealers
Ghaziabad (U P)

Dear Sirs

We are sorry to inform you that due to the strike of the workers in the factory we find ourselves in great difficulty to comply with your order for the supply of watches and clocks Though we tried our level best to fulfill our obligations but no fruitful result has been achieved

Negotiations for reconciliation with the Union leaders of workers are in progress and we hope to supply the goods with a period of two weeks We therefore request you to extend the period of your order

We apologise for the inconvenience caused to you

Thanking you,

Yours faithfully
For HMT LTD
General Manager

41 Letter ordering for Machinery,

Ref No Date .

From

Harish Brothers
Engineering Works,
Naya Bazar Delhi

To

Messrs Amritsar Engineering Works,
Jullundur

Dear Sirs

I am to inform you that the quotation and the sample sent by you have been approved and we request you to supply a dozen of Pumping Machines We agree to the prices quoted by you earlier

The delivery of the goods should be ensured by the end of the month It may be further pointed out that a guarantee for two years for necessary repairs free of charge may be given at your end

We shall be glad if you acknowledge acceptance of our order and conditions noted there in

Thanks,

Yours faithfully,
For HARISH BROTHERS

42 Acceptance of orders

Ref No
From

Amritsar Engineering Works,
Jullundur

Date

To

Messers Harish Brothers
Engineering Works,
Naya Bazar,
Delhi

Dear Sirs

We thank you for your letter ordering for a dozen of pumping machines We may assure you that we will do our best for the execution of your order your entire satisfaction

We hereby guarantee for the period of two years for the repairs of the machines ordered by you free of charge

Thanks

Yours faithfully,
For AMRITSAR ENGG WORKS
Manager

43 Letter requesting for the grant of special discount on orders

Ref No
From

Sun Light Traders,
Mahatma Gandhi Road
Allahabad

Date

To

Messrs Wilson & Sons
Lucknow Road
Delhi

Dear Sirs

We acknowledge the samples sent by you The quality of the goods is also to our satisfaction We request you to allow us extra discount at least 2% over and above the normal trade discount in consideration of our order for huge quantity i e 200 silken saris We wait for your early confirmation before the order is finally placed for execution

Thanks

Yours faithfully
For SUN LIGHT TRADERS
Manager

44 Reply to above (For allowing special discount)

Ref No Date

From

Wilson & Sons
Lucknow Road
Delhi

To

Messrs Sun Light Traders,
Mahatma Gandhi Road
Allahabad (U P)

Dear Sirs

We heartily thank you for your letter wherein you asked for an extra discount extra 2% over and above the trade discount in consideration of bulk purchase We apprepriate your order but inform you that our prices have already been cut down to the minimum As a special case we shall allow you extra discount of 2% if you raise the order for 1000 silken sarees

Your reply is awaited for compliance of the order

Thanks

Yours faithfully,
For WILSON & SONS

45 Reply to above
(Regarding no allowance for special discount)

Ref No Date

From

Wilson & Sons
Lucknow Road
Delhi

To

Messrs Sun Light Traders
Mahatma Gandhi Road,
Allahabad (U P)

Dear Sirs,

We thank you for your letter wherein you asked for an extra discount of 2% over and above the trade discount We are sorry to inform you that our rates of discount remain unchanged It is upto you to place your order or not

We await your Instructions We assure that the quality of goods will be to your satisfaction

Thanks

Yours faithfully
For WILSON & SONS

46 A letter to a Bookseller ordering for Books

Ref No Date

To

Messrs Dehati Pustak Bhandar,
Chawri Bazar,
Delhi

Dear Sirs,

I shall feel highly obliged if you please send me the following Books by V P P at your earlies convenience The packing should be good

1 Parkash Authentic Dictionary 5 copies (English to Hindi) @ 80/- each
2 Parkash Authentic Concise Dictionary 5 copies (English to Hindi) @ 40/- each
3 A Book for Improving English 2 copies (Essays Letters & Stories) @ 25/- each
4 Speedily Letters Drafting Course 5 copies @ 18/- each

Total Amount	740/-
Less Discount	185/-
	550/-

Please send the goods by Passenger Train to PDGR (Bombay) and R/R through Punjab National Bank Kalbadevi Road Bombay-2

Yours faithfully,
For BHAIJI BOOK DEPOT
Kalbadevi, Bombay

47 A letter to a broker dealing purchase and sale of shares

78 Marine Drive
Bombay-1
Date

Ref No

To

Shri P S Shah
Stock Exchange
Bombay

Dear Sir

I have come to know that the price of the shares of Paradise Cable Company are likely to go down due to slump in the market In case the information is correct then I would request you to purchase 50 shares on our behalf Keeping in view the marginal profit and adequate safety we are prepared to purchase the shares at 150 per share

Thanking you

Yours faithfully
For MADHORAM & SONS

r to above

Stock Exchange
Bombay
Date

Ref No
To

Messrs Madhoram & Sons
Marine Drive
Bombay-1

Dear Sirs

I am pleased to inform you that I purchased 50 shares of Paradise Cable Company as instructed by you Having availed of the oppurtunity of temporary slump in the share market I have purchased the shares at Rs 154 each.

I am to enclose herewith the necessary transfer papers for completion at your end

There is every likelihood of these shares going up in the near future as soon as the market is stabilised

Awaiting early reply

Yours faithfully
P S SHAH

49 A letter to a Bookseller returning the Books which were not ordered

A-25, Shyam Nagar
New Shahdara
Delhi-32
Date

Ref No
To

Messrs Amir Book Depot,
Nai Sarak,
Delhi

Dear Sirs,

I received your V P Parcel in response to my order placed on you I thank you for the same and sorry to inform you that two books are not the same as ordered by me I am returning herewith the same as detailed below and request you to replace them in accordance with my order

1 Inorganic Chemistry by P L Soni 1983-84 Edition
2 Modern Geometry by K L Gandhi

I shall feel obliged if you send me the required books at your earliest convenience

Thanks

Yours faithfully,
ANIL GUPTA

50 A letter to an optician asking him for an appointment on a particular day

B-630, Janak puri,
New Delhi
Date

Ref No
To

Messrs Katria & Sons
(Opticians),
Chandni Chowk
Delhi

Dear Sirs,

My eye sight is causing me a great trouble My distant vision in all right it is the near vision that is giving me a great inconvenience while studying I want to get them tested and if need be go for eye glasses I shall be glad if you please fix the time for consultation and testing the eye-sight I shall feel obliged if you please fix the appointment before 12-00 P M as I am free in the morning hours

Thanks,

Yours faithfully,
S C AHUJA

51 A letter to a manager of a restaurant to arrange for a dinner

126 Mukarjiee Park
Near Model Town,
Delhi
Date

Ref No
To

The Manager,
Standard Restaurant
Paharganj
New Delhi

Dear Sir

I intend to invite about 15 friends for dinner on at 8 00 P M I shall be obliged if you please let me know whether it would be possible for you to cater for them at your restaurant It would be purely vegetarian dinner and I should like the whole party to dine in one sitting

On hearing from you I shall be glad to finalise the menu and other relevant details with you

An early reply will be much appreciated

Yours faithfully
SUNIL DHAWAN

52 A letter to a watch dealer complaining that the watch bought from them does not keep correct time

10-A Kamla Nagar,
Delhi-7
Ref No Date .
To
Messrs Jayna Watch Co
Chandni Chowk,
Delhi
Dear Sirs

I bought a HMT Kohinoor Automatic Wrist Watch from you on the 15th November 1979 vide your Cash Memo No 2575 for two years free service guarantee I am sorry to inform you that it does not keep correct time It gains 15 minutes in 24 hours Its automatic winding system has developed some defect I am sending herewith the watch for your check up and necessary repairs if so needed I shall feel obliged if you please return the same duly repaired at your earliest convenience

Please acknowledge the receipt

Yours faithfully
MAHESH BANSAL

53, A letter to a Sports Goods Dealer ordering sport materials

Ref No Date .
From
Krishna Sports Club,
Gandhi Nagar,
Delhi
To
Messrs Daleep Singh & Sons,
Ajmal Khan Road,
New Delhi
Dear Sirs,

I am to inform you that your quotations for the supply of sport materials have been approved by the Purchase Committee of the Club Please supply the following articles in accordance with the terms and conditions of the tender letter The goods should be despatched as early as possible

1	Hockey Sticks	2 dozen
2	Cricket Bats	6 dozen
3	Foot Ball Cover	1 dozen
4	Wickets	3 dozen

Yours faithfully,
P K MATHUR
Secretary

54 A letter of enquiry for Shares for the purpose of investment

54, Dalal Street
Calcutta-35
Date

Ref No

To

Messrs Smith & Harrison
Bank Street
Calcutta-30

Dear Sirs,

I have come to know that the investment in Industrial Machine Tools Ltd is very sound investment at present keeping in view the financial position of the company There are least chances of its Bankruptcy In this case I would like to seek your advice since you have a vast experience in this field Kindly advice us as to their relative merits In case the prospects of the company are good we are ready to purchase the shares above par

I would appreciate your advice for the purchase of the shares of this company which would at least yield a profit of 5% P A

The favour of an early reply is requested

Yours faithfully,
IQBAL & CO

55 Reply to above

Bank Street
Calcutta-30
Date

Ref No

To

Messrs Iqbal & Co
54, Dalal Street,
Calcutta-35

Dear Sirs,

We received your letter regarding investment in Industrial Machine Tools Ltd In this connection I am to inform you that the future of the Industrial Machine Ltd is very sound and will definitely prove beneficial to you In view of this we recommend you to buy the shares of the above concern

Since the market is going up day by day and there is much demand of the stock, we therefore, advise you to purchase the shares immediately

Yours faithfully
SMITH & HARRISON

56 Letter regarding enquiry of shipping freight rates

Mayur Road,
Bombay-16
Date

Ref No

To

Messrs India Shipping Co Ltd
Ballard Estate
Bombay 1

Dear Sirs

It would be very kind of you if you please let us know the present rate of freight for the shipment of Plastic goods from Bombay to New York

Besides this, it is also requested to intimate the frequency of your sailing and the time of voyage On hearing from you the order will be placed for shipment of the goods

Thanking you,

Yours faithfully,
For MODERN INDUSTRIES LTD

57 Reply to above

Ballard Estate
Bombay-1
Date

Ref No

To

Messrs Modern Industries
Mayur Road /
Bombay-16

Dear Sir

In response to your letter regarding enquiry of freight rates for shipment of goods I am to inform you that the rates for the shipment from Bombay to New York is Rs 200 per 25 cwt or 30 cubic feet subject to the availability of the space at the discretion of the vessel

The frequency of the sailing is twice a month The time-table and shiping instructions are also enclosed for your kind perusal

Awaiting for your early order

Thanking you

Yours faithfully
For INDIA SHIPPING CO LTD

58 Letter to a broker for selling the shares of a company

Gateway of India
Bombay-I
Date

Ref No
To
Messrs Herman & Sons
Mahabat Khan Road
Bombay 3

Dear Sirs

The last report in respect of the Accounts of Meri Plastics Ltd has not revealed satisfactory result and therefore we have decided to dispose of the shares bearing Nos 9835 to 9845 The market value of the shares is fairly good and could be sold at premium In view of this we request you to find out a buyer at Rs 125 per share We shall execute the transfer deed as early as possible The shares are sent herewith for cancellation

The favour of an early compliance is requested

Yours faithfully
For KIRTI PRODUCTS

59 Reply to above

Mahabat Khan Road
Bombay 3
Date

Ref No
To
Messrs Kirti Products
India Gate
Bombay I

Dear Sirs

In accordance with your instructions we have arranged for the disposal of the share of Meri Plastics Ltd at Rs 125 per sharet The commission 1/2 percent has been deducted The cheque for Rs 1281 25 in your favour is enclosed

The receipt of the same may please be acknowledged

Thanks

Yours faithfully
For HARMAN & SONS

60 A letter from a previous employer in respect of an employee who has taken up the new employment with a another employer

MADRAS MOTOR CO LTD

Ref No Date

To

The Secretary
Development Trust Ltd
Ghaziabad

Dear Sir

We have come to know that Shri M P Sharma who was once our Accountant is trying to secure a job under your kind control It gives us pleasure to recommend him as a most competent and capable Accountant He had been a conscientious and painstaking worker He is willing and energetic in his duties He has left our employment of his own free will for better prospects in his life He wants to take the employment in your concern which is more lucerative and remunerative

We trust that Mr Prasad will meet the success he deserves

Yours faithfully,
For MADRAS MOTOR CO

61 A letter to Chartered Accouhtants requesting them to audit the Accounts

MOHAN DASS & CO

65, Faiz Bazar,
Calcutta-6

Ref No Date

To

Messrs Patel & Co
Dalal Street
Calcutta-35

Dear Sirs

Due to the renovation of our building we have decided to close our accounts by the middle of this month It will be highly appreciated if you please start the audit of the annual accounts a fornight earlier so that our records and books may be well arranged

It is only after a careful consideration that we have decided to make this request and expect full-co-operation from you

Thanking you

Yours faithfully
MOHAN DASS & CO

62 Letter of complaint for non compliance of orders

Ref No Date
From

Rafiq Brothers,
Sadar Bazar
Delhi

To

Messrs Mahabir & Sons,
Delhi Cantt

Dear Sirs

We inform you with regret that although you acknowledged our order placed upon you in the last month but the goods have not so far been received This has resulted in a considerable loss to our business

We are wondering whether you have mis-placed our order Kindly reply by return post In case you fail to execute our order within a week from the date of the receipt of this letter we shall be forced to cancel the order

Your faithfully
For RAFIQ BROTHERS

63 Reply to above

Ref No Date
From

Mahabir & Sons
Delhi Cantt

To

Messrs Rafiq Brothers
Sadar Bazar,
Delhi-6

Dear Sirs

We regret that we are not in a position execute your order promptly The reason for the delay is that a few items mentioned in your order were out of stock and we had to procure them from other dealers Unfortunately their offices were closed due to Diwali Holidays and as a result of this the required items could not be obtained Now your order has been completed in all respect and the goods are ready for despatch in a day or two

Hoping to be excused for unavoidable delay in execution of your order

Thanking you

Yours faithfully,
For MAHABIR & SONS
Manager

64 A letter of complaint for defective goods

Ref No Date

From

Ramesh Aggarwal Stores
Kamla Market
Delhi

To

Messrs Madho Ram & Sons
Lucknow Road,
Delhi

Dear Sirs

We are grateful for your early execution of our orders placed on you However we regret to inform you that two dozen of stockings despatched by you are defective There are patches of rust on them We are, therefore returning these defective goods for replacement by a superior quality

Thanking you

Yours faithfully
For RAMESH AGGARWAL STORES

65 Reply to the above

Ref No Date

From

Madho Ram and Sons,
Lucknow Road
Delhi

To

Messrs Ramesh Aggarwal Stores
Kamla Market
Delhi

Dear Sirs

We have received your letter wherein you informed us that some of the goods sent by us were found defective The matter was investigated and enquiries were made and we find that your order was executed by one of the new workers, who failed to pay proper attention to the work The goods may please be returned to us for replacement, at our expenses

Thanking you

Yours faithfully
For MADHO RAM AND SONS

66 Letter of complaint regarding inferior quality of goods

Ref No Date
From

Bawa Glass Works
Bandra Road
Bombay 35

To

Messrs Moon Light Glass Works
Bombay-20

Dear Sirs,

We are sorry to inform you that the Glass Tubes and Electric Bulbs supplied by you last month are of very inferior quality The bulbs supplied are not durable They generally fuse within two weeks We have received several complaints from our customers and in such circumstances we have to cut a sorry figure are put in a awkward position The goods are being held at your disposal pending receipt of instructions from you as to how the goods should be returned

Yours faithfully
For BAWA GLASS WORKS BOMBAY

67 Reply to above

Ref No Date
From

The Moon Light Glass Works,
Bandra Road
Bombay-20

To

Messrs Bawa Glass &ₜorks
Bombay-35

Dear Sirs

We have received your letter regarding complaint of inferior quality of goods supplied to you we are really sorry and to s*ate that the goods have been despatched to you inadvertently The goods may please be returned to us for replacement at our cost

The inconvenience caused to you is regretted

Yours faithfully
For MOON LIGHT GLASS wORKS

68 Letter of complaint regarding shortage of goods

Ref No Date

From

Bhagwan Dass and Co
Toys Emporium,
Allahabad

To

Messrs Ram Lal and Sons
Sadar Bazar,
Delhi

Dear Sir

We thank you for the supply of toys but the same time we are sorry to inform you that a few items have not been supplied to us namely Tov Railway Train Aeroplane and Motor cars We shall appreciate your sending the remaining items as early as possible in accordance with our earlier order

Thanking you

Yours faithfully
For TOYS EMPORIUM

69 Rep y to the above letter

Ref No Date

From

Ram Lal and Sons
Sadar Bazar
Delhi

To

Messrs Bhagwan Dass and Co
Toys Emporium
Allahabad

Dear Sirs

Received your letter regarding short supply of the toys We are really very sorry for the inconvenience caused to you The fact is that the work entrusted to a person who was recruited recently and he could pay proper ettention for despatch of the toys This is all happened due to inadvertance The remaining are being sent to you very shortly

Yours faithfully
For RAM LAL AND SONS

70 Letter to a manager of the firm requesting him to increase the pay

Ref No Date

To

The Manager
The Hindustan Times
New Delhi

Dear Shri/Madam,

I am writing an appeal for the increase in my salary I have been working as a Proof Reader for the last 5 years and my work has been recognised satisfactoriy by the higher authotities

I hope, therefore, you will consider favourably the application for an increase in my salary as your honour may deem fit keeping in view the services rendered by me

I think that my case de erves sympathetic and favourable consideration

Thanking you,

Yours Sincerely
MOHAN LAL SHARMA

71 A letter to the Manaser of a firm to enquire about a firm's financial position

Ref No Date

From

Sushil Kumar & Sons
Cloth Merchants Chandni Chowk,
Delhi-6

To

The Manager
Kattan Trading Corporation, Karol Bagh
New Delhi

Dear Sirs

Messrs Ram Nath & Sons Chandni Chowk Delhi have asked us to open an account with them and have quoted your name as reference to enquire about their financial status

We had no occasion of dealing with them in the past and have no knowledge about their financial position

We shall be glad to have your advice whether we may grant them credit upto the monetary limit of Rs 10 000 Your reply will be kept confidential

Thanking you

Yours faithfully
M/s Sushil Kumar & Sons

72 Letter of thanks for the increase of salary

Ref No Date ..

To

The Manager,
The Hindustan Times
New Delhi

Sir,

I am very thankful to you for the kind consideration shown to me by granting me an increase of Rs 100 p m Words fail me to express my thanks for your kindness It is really a pleasure to work in a firm where work is appreciated and adequately rewarded

I assure you to prove worthy of what you have done for me and to give greater satisfaction by my work in future

Yours sincerely
MOHAN LAL SHARMA

73 A letter requesting to accept unsold goods

Ref No Date .

To

Messrs Ram Rattan & Sons
Ambala Cantt

Dear Sirs,

We received your letter wherein you have asked for settlement of Accounts of the goods purchased from you on credit We are sorry to inform you that we are not in a position to finalise your accounts immediately due to the facts that the season had been too slack this time The bulk of the goods are lying unsold

In view of the position as explained above we request you to accept the unsold stock of the goods

I am sure that you would kindly accede to our request At present we are enclosing a cheque for Rs 5000 00 Please acknowledge

Thanking you

Yours faithfully
For MAHESHWARI PARSHAD & SONS
Manager

74 Reply of the above

Ref No Date

To

Messrs Maheshwari Parshad & Sons

Bombay

Dear Sirs

We thank you for the cheque for Rs 5000 and sorry to note that you have not been able to sell much of our goods Generally it is not our practice to accept the unsold quantity of the goods The sale for the current season is expected to continue for next two months and we hope that you will be able to dispose of the remaining stock within this period

We therefore request you to send the cheque for the remaining goods afterats disposal in full and final settlement

Yours faithfully
For RAM NATH & SONS
Manager

75 A letter to a firm patronising a new establishment of a business

Ref No Date

To

Messrs Ram Behari Lal & Sons

Sardar Bazar

Sonepat (Haryana)

Dear Sirs

We have the pleasure to inform you that we have established a cloth business in Sonepat under the supervision of Mr Manohar Lal who is well versed in this line We have sufficient capital at our disposal and hope to make our store big as stores in Delhi or Meerut The quality of the goods will be the best and priced moderately with different varieties saleable at our store

We are sure of receiving your patronage

Thanking you

Yours faithfully
For GANDHI CLOTH HOUSE

76 A letter regarding announcement of a new address or change of address

Ref No Date

To

Messrs Ram Gopal & Sons,
Gandhi Nagar
Kanpur (UP)

Dear Sirs

Since our business transactions have considerably increased during the past few years we decided to shift our business at the address given below which is considerably more spacious

There is aproximity of Railway Station and transport facilities are easily available The accessibility to new premises is very convenient

During the period of shifting we had much difficulty in the execution of the orders promptly Now we have established ourselves in perfect working order and ready to serve you again promptly

Thanking you

New address
63, Ajmal Khan Road
Karol Bagh New Delhi-5

Yours faitnfully,
For MOHAN BROS

77 A letter to the Bank Manager for extending overdraft facilities

Ref No Date

To

The Manager
Central Bank of India
Chawri Bazar
Delhi

Dear Sirs

We wish to have overdraft facilities up to Rs 25 000 for a period of six months to avoid financial crises and hardships to us

Our past record would reveal that we have been enjoying this facility without securities but if any guarantee is needed we are prepared to arrange for the same

We therefore request you to send us the necessary forms for completion In case any other formality is required to be completed we shall be glad to provide the same

An early reply is requested in the matter

Thanking you

Yours faithfully
For MOHAN & CO
Manager

82 Reply to above

Ref No Date

From

The Manager
Punjab National Bank,
Chandni Chowk Delhi

To

Messrs Behari Lal & Sons
Cloth Market Fatehpuri
Delhi

Dear Sirs

With reference to your letter No date regarding loan for Rs 20 000, we shall be glad to sanction it against your goods We shall charge interest at 15% per annum

We are enclosing herewith the necessary forms for the same

The forms may please be returned to us duly completed

Thanking you,

Yours faithfully,
For PUNJAB NATIONAL BANK
Manager

83 A letter to the Insurance Company to get the goods insured in the stock

Ref No Date

From

The Manager
Plastic Goods Manufacturers
Azad Market, Delhi

To

The Manager
Oriental Insurance Co
Janpath Marg New Delhi

Dear Sir

We are anxious to get the Plastic goods lying in our godown insured Please let us know whether you can undertake the fire insurance of the goods valued at Rs 50 000 At present the goods are lying in a godown at Paharganj New Delhi If you can undertake the insurance of the goods mentioned above please send the list charging lowest rates and oblige

An early reply is resquested Thanking you

Yours faithfully
For PLASTIC GOODS MANUFACTURERS
Manager

84 A letter from the Manager of firm to the Insurance Company to get the goods insured

Ref No Date

From

The Manager
Behari Lal & Sons
Naya Bazar Delhi

To

The Manager
Lakshmi Insurance Co
Connaught Place New Delhi

Dear Sir

I would request you to insure the goods as detailed in the enclosed list in the name of Behari Lal & Sons worth Rs 1 00 000 The insurance should be comprehensive covering all risks i e fire earthquake and natural calamities etc The insurance forms duly completed are sent herewith The amount of the premium may please be worked out and intimated to us On hearing from you the payment of the premium will be remitted to you by cheque in full The favour of an early reply will be highly appreciated

Thanking you

Yours faithfully
For BEHARI LAL & SONS
Manager

85 A letter to the Manager of the Insurance Company for over insurance

Ref No Date

From

The Manager
Bharat Electric Goods Co ,
Model Town Delhi

To

The Manager
International New General Insurance Co
Daryaganj Delhi

Dear Sir

We are surprised to find out that the goods sent to Messrs L Bhandari Bombay have been insured for Rs 3 000 instead of Rs 1 000 The mistake on your part has caused us an unnecessary loss Since the excessive insurance is contrary to our instruction we shall not be responsible for the charges for over insurance

It is requested that a credit note for the excessive amount charged from us may please be sent to us

An early reply is requested in the matter

Thanking you

Yours faithfully
For BHARAT ELECTRIC GOODS CO
Manager

86 **A letter to the Manager of the Insurance Company for under insurance**

Ref No Date

From

The Manager
Mohindera & Co (Rubber Products Div)
Paharganj New Delhi

To The Manager
Bharat Fire & Marine Insurance Co Ltd ,
New Delhi

Dear Sir

We were greatly surprised when the matter came to light that the goods sent to Messrs Govind Bros Pune were insured for Rs 5 000 but the same have actually been insured for Rs 3 000 only Presumably the mistake is on your part is due to inadvertance , but it contravenes our contract In case of fire it would have resulted a great loss to us Now it is requested that necessary re-adjustment may please be carried out and early intimation about the needful done may please be sent to us at the earliest possible Please also send us a Debit/ Credit note as the case may be

An early action in the matter is requested

Yours faithfully
For MOHINDERA & COMPANY
Manager

87 **A letter from the Manager of a Company to an Insurance Company in the event of damages reported by the Railway Authorities**

Ref No Date

From

Vinod Kumar Mehra & Co
Ajmal Khan Road
New Delhi

To The Manager,
National Insurance Co Ltd
Jhandewalan New Delhi

Dear Sir,

I am to invite you with reference to your Policy No dated for Rs 10 000

We enclose herewith a copy of the report from the party concerned which shows that goods worth Rs 2 000 have been received in damaged condition In view of this it is requested that the loss may please be assessed and finalise the claim for compensation

An early reply in the matter is requested Thanking you

Yours faithfully
For VINOD KUMAR MEHRA & CO
Manager

90 A lottor to tho Managor of an Insuranco Co for chIm for lossos duo to firo

Ref No Date

From

Sudershan Kumar & Sons,
Kirana Merchants,
Khari Baoli, Delhi

To The Manager
International Fire Insurance Co
New Delhi

Subject Fire Policy No dated

Dear Sir,

We are sorry to inform you that a serious fire broke out in our godown last night and as a result of this the goods worth Rs 40 000 have been completely destroyed The godown was insured for Rs 25 000 We are enclosing herewith a certified copy of the circumstances which led to the fire, along with the detailed list of goods destroyed The claim for Rs 25,000 is being submitted for which the godown was insured

It is, therefore, requested that the same may please be verified and the claim re-imbursed to us Early settlement of the claim is requested

Thanks

Yours faithfully
For SUDERSHAN KUMAR & SONS
Manager

91 A letter to the Manager of Life Insurance Corporation of India regarding loan against the Policy

Ref No

Date
355 Katra Neel,
Chandni Chowk
Delhi-6

To The Manager
Liffe Insurance Corporation of India
(Delhi Branch) New Delhi

Dear Sir

I am a policy-holder on my life bearing No dated insured for Rs 10 000 for 25 years on Ist January 1980 I am paying the premium regularly for the continuation of my Policy Now due to my financial position, the circumstances compel me to apply a loan of Rs 2 000 against the aforesaid policy

Please inform me at an early date whether the loan applied for is admissible to me The rate of interest and the period of repayment of the loan may also please be intimated to me The favour of an early reply is solicited

Thanking you,

Yours faithfully,
ROSHAN LAL MEHRA

92 A letter regarding of Non delivery of goods

Ref No Date

From

Sumer Brothers,
Sadar Bazar Delhi

To

Messrs Kishan Swrup & Sons,
Karol Bagh Calcutta

Dear Sirs,

We regret to inform you that the goods despatched to us vide your Bill *No and R/R have not been received by us so far which we expected* them much earlier on the bases of the advice from you regarding despatch of the goods The delay was resulted in disappointment to our customers who feel that we made a false promise with them and have let them down

Please find out from the Railway Authorities what has happened to the consignment and appraise the position to us when we may expect the delivery

The matter may please be treated as most urgent

Thanking you,

Yours faithfully,
For KISHAN SWRUP & SONS
Manager

93 Reply to the above letter

Ref No *Date*

From

Kishan Swrup & Sons
Karol Bagh,
Calcutta

To

Messrs Sumer Brothers,
Sadar Bazar,
Delhi

Dear Sirs,

It is a matter of surprise for us to know from your letter that you have not yet received the consignment despatched to you vide R/R on We lost no time in execution of your order mentioned above Necessary investigations are being made to find out the cause of delay at our end.

We really feel sorry for the inconvenience caused to you We have taken the matter with the Railway Authorities at our level and as soon as we receive any information in the matter the same will be intimated to you

Meanwhile it is suggested that similar enquiries may also please be made at your end also

Thanking you

Yours faithfully
For KISHAN SWRUP & SONS
Manager

94 **A latter from the Manager of a Company to another Manager of a Company who did not give response to the previous orders**

Ref No Date

From

The Manager
Brook Bond (India) Private Ltd
Tea House Dalhousie Road Calcutta

To The Manager
All India Trading Company,
Bombay

Dear Sirs

We are sorry to inform you that you have not placed any order for the last few months We hope that there is no reason to be dissatisfied with the execution of your earlier orders

You will be pleased to know that we have recently installed new machines and it will lead to an improvement in both quality and quantity of our production

We are sending herewith a revised catalogue which shows that our prices are more favourable than before

We are sending the samples which would convince you that our services are satisfactory We look forward to a renewal of your orders

Yours faithfully
For BROOK BOND (INDIA)
Manager

95 **A letter to the Manager of a Hotel for booking a Hotel accomodation for V I Ps Chairman & Director**

Ref No Date

From

The Secretary
Asiatic Tube Company Bombay

To The Manager
Taj Hotel
Jama Masjid Delhi

Dear Sir

The Chairman and the Directors of this Company will be on tour in connection with some business activities during the month of November So we require suitable accomodation consisting of 3 rooms set combined with all facilities for ten days from 2-11-81 If possible a room for the driver may be provided on the ground floor for Director s convenience

Please let me know whether you can reserve this accomodation for the period mentioned above I shall be glad to have a reply by return post with rates

Yours faithfully,
For ASIATIC TUBE CO LTD
Secretary

96 A letter of Cancellation of Contract

Ref No Date

From

Rajendra Chemical Industries,
Manufactures of Cream & Powders
Model Town Ludhiana

To

Messrs Shyam Lal & Co
Industrial Pattern Makers
Chawri Bazar Delhi

Dear Sirs

It is with deepest regret that we are compelled to ask you to reconsider our contract for the supply of plastic bags

We have found that our country manufacturers are able to make them cheaper than your rate on which you are supplying us As a result of this our business has suffered considerably and has fallen sharply The manufacturing cost has risen to such a point which leaves us with no profit Considering the present circumtances we have decided to cancel the contract placed on you

We should be grateful if you please release us from our contract

Yours faithfully
For RAJENDRA CHEMICAL INDUSTRIES
Manager

97 A letter from an employee of a firm/organisation for his retirement from his job/service

Ref No Date

F-16-17 Model Town
Delhi

To

The Manager
Messrs Delhi Pustak Bhandar,
Chawri Bazar, Delhi

Dear Sir

I have been in your service for the last 35 years but now the time has come when I must retire from your service due to my illness and pressure of work Since my health has run down considerably, and I am unable to do full justice to my work I fear lest it should bring dishonour to my fair name

In view of the position as explained above I request you earnestly to consider the decision taken by me I assure you that even after my retirement I would be coming now and then to suggest improvements for the development of your plans or schemes

With all best wishes for the future

Yours sincerely
RAKESH KUMAR

98 **A letter to the Manager of a firm submitting his resignation from his job service**

98-D Kamla Nagar
Delhi-6
Date

To
The Manager,
Consultants Corporation of Industries
Chawri Bazar, Delhi-6

Dear Sir

I regret to submit my resignation with your company because I have been offered a service of Assistant Sales Manager with Madho Ram & Sons at a more salary You would realise that this a golden opportunity that I cannot afford to miss You will not be unduly inconvenienced as the above firm has agreed to wait for two months or until you can relieve me conveniently

I have been very happy working for you and should like to thank you for the kindness you have always shown to me

With all best wishes for your future

Yours Sincerely,
RAJESH KUMAR

99 **Letter of complaint regarding excess electricity bill**

Ref No Date

From
Mohan Lal & Madan Lal
Chawri Bazar, Delhi

To
The Chief Accountant
Delhi Electricity Supply Undertaking Chandni Chowk Delhi

Reference your Bill No K 25300 for Rs 530 50

Dear Sir

We are extremely surprised to receive such a large account of electricity consumption for the last month In case it is compared with the previous bills it would be seen that it is nearly four times more

The meter appears to be working but is moving rather rapidly and we think that it must be defective

It would be very kind of you if you could send your engineer to check it and set it right if it is faulty

We look forward to hear from you at an early date The bill in question is sent herewith for ready reference and rectification An early reply is requested

Yours faithfully
for MOHAN LAL & MADAN LAL BROS
Manager

100 A letter of complaint from a customer to the Manager of a firm dealing in electric goods

Ref No

Date
543-Tri Nagar
Delhi-6

To

Messrs Bajaj Electric Co
Chandni Chowk Delhi

Dear Sirs

I am to invite your attention with reference to your guarantee No 345 dt and sending herewith a table fan which was bought from you last month at the local Bajaj Electric Stores Chandni Chowk Delhi The fan has become out of order and does not working smoothly

I shall feel highly obliged if you could repair it or replace it by a new one in accordance with the terms of your guarantee referred to above

The fan duly repaired may please be returned at the above address

Yours faithfully
W H SMITH

101 A letter of complaint of Telephone Bill to a Telephone Authority

Ref No

Date

From

Girdhari Lal & Sons
Naya Bazar Delhi

To

The Manager,
Telephone Exchange
Near Tis Hazari Courts Delhi

Dear Sir

Reference your Bill No 4320 for Rs 1 850

We have just received our Telephone Account for the previous quarter It is very much in excess as compared with previous Accounts It will be very kind of you if you would send us further details of some items for reconciliation

From the bill under reference it is seen that you have charged 50 Trunk Calls where as from our records it transpires that we had only 20 trunk calls within the said period We keep complete records of the trunk calls made from our telophone and generally the average comes six to seven trunk calls in a month

It seems that our account has been confused with another

We are returning the bill in question for your verification and rectification under intimation to us A revised bill may please be sent to enable us to make the payment Thanking you

Yours faithfully
For GIRDHARI LAL & SONS
Manager

MOST PROFITABLE BUSINESS OF TO-DAY

HOTEL MANAGEMENT

Introduction

This is the best book of its kind on hotel management with illustration where necessary It contains all necessary information regarding localisation selection of suitable site, requirement to labour etc The Salient features of this book have been enumerated as under—

1 How to instal the hotel and where to start so that maximum profit may be derived with minimum Investment.

2 How to provide labour to the best advantage of the owner and how to utilise the services of the waiters and other employees

3 Preparation of dishes acording to Menu or specification with in a short time at the short notice of the customer

4 Tasteful decoration affording attraction and fascination to every eye of an individual

5 Prompt-ness and quickness in servicing

6 Courteous manners of the waiters.

7 Cultivates civility in thoughts and reception with a smiling face

8 How to bring optimism in case of non-compliance of orders by the customers

9 How to provide adequates private arrangement to entertain newly married couples and friends both males & females

10 How to receive foreigners and suitable arranements for their catering satisfactorily befitting to the occasion

18 Preparation of dishes seasonal and seasonal accord ng to the taste and choice of the customers

12. How to win over heart of customer to ensure frequent Future Visits unhesitatingly

13 How to maintain cordial congenial atmosphere in dealings with the customers with a view to earn a good name and fame in whole length and breadth of the country and abroad

Pages more than 200
Illustrations more than 100

Price Rs 30/—
Postage Rs 6/—
Total = Rs 36/—

Concessional coupon of *Rs 6/— 30+6=36–6=30*
Hotel Management.
To
The Manager
Dehati Pustak Bhandar
Chawri Bazar Delhi—6 Date
Dear Sir
I am sending the concessional coupon of Rs 6—/ please send me one copy of above named book by V P. P for Rs 30/—
Name...
Address...
Signature

How to Learn Good Manners and Etequates

Introduction

1 Good mannners plays a very important role in every man s life. They cost nothing but earn a good name and fame for every individual A man having good manners gains popularity in the society Our book in hand ensures how to learn good manners and be a civilized man in the society In the modern world of to-day good manners are more than wealth and treasure Our book is a guarantee of civility and etequates. The salient features of this book are as under—

1 How to behave our elders and youngers in the family

2. How to address our superiors Seniors and juniors in the Sociey

3 How to become a tactful person

4 How to get our work done according to our Wish despite reluctance on the part of other party

5 How to treat our relatives nears and dears

6 How to handle a situation smoothly and avoid bitterness.

7 How to redress the grievances of other sympathetically politely and courteously

8 How to tackle the objections of others patiently and perseveringly

9 How to achieve perfection in life whether in office factory firm or in any semi Govt. Organisation OR in a business. Organisation through good manners and good behaviour

10 Good manners is a key to success in every walk of life and how to get it The study of our book throws a good deal of light in this respect.

11 This book is useful and beneficial to all persons whether they are big businessman Industrialists, Doctors professors Lecturers & Lawyers etc.

12. This book teaches us various means and ways leading towards civilisation and cultivation of good habits. It has innumerable qualities and vice none Men, women of all ages are equally benefitted

Pages more than 200
Price Rs 30/—
Postage Rs 6/— *Total Rs* 36/—

Concessional Coupon of Rs. 6.00 30+6=36—6=30
How to Learn Good Manners and etequates
To
The Manager
Dehati Pustak Bhandar, Chawri, Bazar Delhi-6
Date
Dear Sir
I am sending the concessional coupon of Rs. 6.00 Please send me a copy of the above named book by V P P for Rs 30 00
Name...
Address...
Signature

How to get Employment in Arabic Countries

Introduction

Employment is a burning question for every young man/woman of to-day Having become graduate or Post graduate they go round of Employment Exchange for any kind of jobs befitting to their status But inspite of their best afforts the chances of service seems very remote Our book in hand gives a ray of every hope in securing a good job in Arabic Countries which are the most flourishing and richest countries of the present It tells us how to get it and to whom we should apply The sailent features of this book are as under

1 From where to obtain the Application Form.

2 To whom should it to be addressed through proper channel or privately

3 Which authorities in Arabic Countries be contacted

4 How to exercise our influence directly or indirectly to get a job

5 How to obtain Visa & Pass Port etc

6 How to absorb permanently in that country

7 How to acquire accommodation in that country and solution of allied problems leading there to

8 How to acquaint with office procedure relating to those offices in that country

9 How to get co-operation and favourable consideration to solve our day to day problems

10 How to devlop contacts with superiors to achieve our objects

11 How to devlop intimacy with the people in that country

12 All necessary details for procurements of official books and literature of that country

Pages More than 200

Rs
Price 30 00
Postage 6 00
Total 36 00

Concessional Coupon of Rs 6.00 of **Employment in Arabic Countries.** Rs 30 00+ Rs 6 00=36—6 =Rs 30 00 only
To
The Manager
Dehati Pustak Bhandar
Chawri Bazar Delhi-6 Date
Dear Sir
I am Sending the concessional coupon of Rs. 6.00 Please send me a copy of the above named book by V P P for Rs 30 00
Name
Address...
Signature

SECTION 3

WEDDING INVITATION LETTERS

(50 letters)

How to Become a Beautiful & Attractive Girl

In ancient days Beauty was considered to be a divine gift and could be bestowed upon the woman by the fairies But now a days it is not so the scientific age has gone to far and has proved the reverse Now a days it is a burning topic of the modern society that everybody wants to become beautiful and more attractive It cannot be denied that a thing of beauty is a joy for ever and needs no ornaments

Beauty commands honour respect and dignity in the society A beautiful girl or a woman is welcomed with a smiling face where ever she goes Pessimism disappointment in life cannot dare to knock the door Beauty gains popularity prosperity and moreover it is an admitted fact that beauty unlocks the doors of friendship Love Happiness and confidence and guarantees success perfection achievements progress in very sphere of life

Now a question arises how to make our selves beautiful to make the best of it Beauty is a delightful quality to cultivate depending upon so many factors such as Reducing weight Increasing one s height or dieting or adding facial beauty by glamorous cosmetics and perfumes

Our Book helps to make the body symmetrical and attractive irrespective of age and sex It goes without saying that men women boys and girls teachers and taughts are equally benefitted It is very useful book for its uniqueness and multifarious advantages relating to aid to beauty from Head to toe Beauty does not consist of only facial beauty but it is confined to all parts of our body namely Skin Hair Eyes brows Nose Cheecks Lips Necks Breast hands feet etc Our book has clearly mentioned with illustrations as to how the perfection of beauty relating to these parts of body can be achieved

Our book is an asset for all throughout the ages

Price Rs 36 00 Postage 6 00

(Choose A Good Life Partner)

Selection of Suitable Match, A Life Partner (Husband or Wife)

Introduction

It is an old saying that marriages are settled in heaven It is of course true that what is fated cannot be blotted We have to reconcile ourselves to the will of God One can not do any thing against his wish Our book hand is a unique book of its kind It contains much useful information and instructions regarding selection Choice of our life partners In selection of match may be wife/Husband and should be judicious and wise enough In case we are a bit careless and uncautious life would be hell and the very purpose of marriage will be defeated The study of our book is a guide line and will save you from pit fall at every stage The Salient features are as under —

1 Selection of wife/husband *Prima facie* attractive looks charming personality and how to attain these qualities

2 How to inculcate the habit of good manners and etiquettes which plays a very important role in selection of a suitable match

3 How to adopt liberal thoughts broad ness of mind and how to dispel the habit of narrow mindedness and casteism and communism as they create a great hindrance in the choice of a match

4 How to achieve success in our selection with regards to nature thoughts views educational qualifications and family back grounds etc

5 How to bring success in selection of a match (wife or husband) discarding Inter state and International barrieries

6 How to bring maxiuum happiness eternal pleasures and enjoyment with our life partners

Pages more then 200 *Price* 36 00
Illustrations more then 100 *Postage* 6 00

- **How To Speak English Correctly And Fluently**

Now a days English has become an international language It helps being business men and Industrialists for the development of their trade and business with foreign countries Tourists and Sales men are equally benefitted as they can impress themselves to the other parties favourably in every corner of the world *Price Rs 36 00 Postagı 6 00*



INVITATION LETTERS

Man is a social animal He has to live in the society not only peacefully but also amicably His social contacts pay him in life a lot It becomes essential for him to increase his social limits rather than to live like a frog in the well For this, various occasions come in his life when he has to prove his social-status

In ancient times, the social-limit was confined to a particular area By the pace of time it has increased a lot This credit also goes to the modern means of communications A man who was once acquainted with limited number of persons/families is now having a vast spehere of dears and nears

From birth to death, one has to perform many ceremonies in his life when he has to invite his dears and nears kith and kins and also persons known to him One has to judge the social-status of a person only when he witnesses the gathering on the social, religious and other various ceremonial functions

It has now become not only difficult say rether next to impossible to extend invitations in person to all orally Now a days one has to make the best use of his time and for this it is essential to get the invitation cards printed Like letter writing it is also an art to have an impressive and attractive invitation card printed The language of the invitation card should not only be simple but also be an impressive one It conveys your heart-feelings to the person whom you intend to invite It should be most cordial manners rs

Broadly the followings are the occasions when the necessity of invitation cards appears to be essential

1 Foundation-laying ceremony
2 Opening ceremony
3 Grah Parvesh ceremony
4 Mundan ceremony
5 Birthday ceremony
6 Havan ceremony

7 Religious ceremonies *viz* Durga-Puja, Devi-Jagran Akhand Path Satya Narayan Ki Katha Akhand Ramayan Path etc

8 Marriage ceremony

9 Marriage reception

10 Marriage anniversary

11 Annual Golden and Silver Jubilee ceremonies of a successful married life

12 Reception to a V I P

13 Dinner, Lunch and Tea

14 In honour of a fast friend or a V I P

15 Kriya ceremony

16 Death Anniversary

These are some of the occasions when one has to invite his nears and dears kith and kins and others

On such occasions one has to search out the specimen of an invitation card either from his house or to knock at the doors of neighbourers or printing presses Due to lack of time at one s disposal some times it becomes difficult to find the matter of one s choice

This book intends to give you some of the specimens so that one may find no difficulty in having an invitation card printed of his choice

	COMMERCIAL SIGNS	
a/c account A/c account of.	d/a days after acceptance.	Mc metallic currency
A/S account sales a/d after date.	d/d day s date. d/s day s sight.	m/d month s date. m/s month s sight.
@ at the rate of. B/E Bill of Exchange	$ dollars. feet.	№ number o/a on account
B/L Bill of Lading.	f.o b. free on board.	% per cent. ‰ per thousand.
B/S Bill of Sale. c/o care of.	f o r free on rail. inches.	£ pound sterling P/N Promissory Note.
C/ coupon. C.O D Cash on delivery	J/A Joint account. L/c Letter of Credit.	R/T Radio telephony W/T Wireless telegraphy

Printed Specimen For Invitation Cards

You are most cordially invited to attend on the auspicious occasion of

Foundation Laying Ceremony

of our new-building

at

INDRA PRASTHA MARG

on 30th December 1981

Hon'ble Lt Governor, S L Khurana

has kindly aggreed to lay the Foundation Stone

Please make it convenient to attend the same

R S V P

Phone 26 10 30

With Best Compliments from

Dehati Pustak Bhandar
Chawri Bazar,
Delhi-110 011

Printed Types and Layout should be similar to the one shown on Page 141

2 Chairman & Members of the Delhi Lions Club request the pleasure of your benign presence on the auspicious occasion of

FOUNDATION-LAYING CEREMONY

of a Charitable Hospital on at 8 30 A M

Hon ble Vice-President of India Shri M Hidayatullah has kindly consented to preside over the function

With best compliments from
Chairman & Members of
Delhi Lions Club
New Delhi

R S V P
Phone No

3 We feel pleasure in inviting you on the auspicious occasion of

FOUNDATION-LAYING CEREMONY

of our Five Star Hotel at on at

Kindly grace the occasion and oblige

With compliments from
Oberois

R S V P
Phone

4 We intend to construct a new building for our Factory at

FOUNDATION-LAYING CEREMONY

has been fixed for and it would take place on at

You are requested to make it convenient to attend the same & oblige

With compliments from

R S V P
Pure Drinks,
New Delhi

5 OPENING/INAUGURATION CEREMONY

You would be glad to note that the opening ceremony of our new Show-Room MILAN SAREE CENTRE

is taking place on at 8 30 A M at

Please join us on the auspicious occasion

With compliments from

R S V P

6 We feel pleasure to inform you our newly-built Cinema Building in Greater Kailash is ready for its Inauguration

• An evergreen Hero Shri Ashok Kumar has agreed to inaugurate the same on at

Please make it convenient to attend the ceremony and oblige

With compliments from

R S V P
Phone No (Valid for Two Persons only)

7 Hon ble Shri
will declare open the 'Charitable Eye Camp on at
You are requested to make it convenient to attend the ceremony and oblige

With best compliments from

R S V P

The pleasure of your company is solicited on the auspicious occasion of Opening Ceremony of Five Star Hotel at on

Please join us on the occasion and oblige

Opening ceremony will take place at 9 15 A M sharp

With best compliments from

R S V P

9 Maharastra State Handloom Co-operative Federation Ltd cordially invites you to the inauguration of retail shop on the 1981 at 11 A M at

Chairman

R S V P
Telegram
Telephone

10 President
&
Members of the Committee of the

cordially invite you to the 51st Annual General Meeting of the on Monday at P M
at Mavalankar Hall, New Delhi
Hon ble Union Minister for Commerce Steel & Mines
has kindly agreed to inaugurate

R S V P
Phone

11 President and Members of Organising Committee
of
Third International Seminar
on

to the
INAUGURAL FUNCTION
on Sunday the 1980 at 9 30 A M
at
Vigyan Bhavan, New Delhi

12 We feel pleasure in inviting you at the Greh Pravesh Ceremony of our newly-constructed house at on Monday the at 8 15 A M

We hope and trust that you will be kind enough to grace the occasion and oblige,

Smt & Shri

13 If gives us pleasure to inform you that our SHEETAL-NIWAS' has completed its construction We have decided to step into it on
Kindly make it convenient to attend the Grah Pravesh Ceremony at 8 15 A M

Smt & Shri

(Guide map is Enclosed for your convenience)

14 Our newly built 'Sita Kutir at is complete to share our joys

Your benign presence is requested to bless us on the Grah Pravesh Ceremony on Monday at 9 15 A M

With compliments from

R S V P
PROGRAMME
8-15 A M Havan
9-15 A M Dwar-Puja
9 45 A M Tea

15 Our newly-constructed 'PAVAN KUTIR'
at
welcome your presence at 9-15 A M to share our joys
Please come and bless us

With compliments from

R S V P
PROGRAMME

16 Smt & Shri
request the
pleasure of your company on the auspicious occasion of
MUDAN CEREMONY
of our—grand son—
S/o Smt & Shri
on Monday, the 1980 at 10-30 A M
Please grace the occasion and oblige

R S V P
Phone No

With compliments from
All Relatives & Friends

17

Dear-Uncle

MY MUNDAN CEREMONY

is being held on Monday the 1980 at 9 A M at my residence at

Hope and trust you will come to bless me on the anspicious occasion

Yours

S/o Smt & Shri

With best compliments from
All Dears & Nears

18

We feel pleasure in inviting you on the auspicious occasion of

BIRTH DAY

Celebrations of my Grand-Son

MOHAN

S/o Smt & Shri

on Tuesday the at 3 P M

With compliments from
All Relatives & Friends

19

Dear Uncle

I hope you remember my birth-date

I hope you will not forget to bless me in person on Wednesday the 1980 at 6 30 P M

Yours

Vikas

S/o Smt & Shri

Address

20

Dear Uncle & Aunt

I intend to cross 5 years limit on Tuesday the 1981

It will be my pleasure to have your blessings on the day

Yours

S/o Smt & Shri

22

23

ROGRAMME
15 P M Tea
ddress

21 I on behalf of my Grand Father Smt & Shri
invite you for LUNCH
on the auspicious occasion of
DASHUTAN
being held on Thursday the 1981 at 11 15 A M
Please make it convenient to grace the occasion by your presence
I await for your blessings

Yours

With compliments from
All Dears & Nears

S/o Smt & Shri

Address

22 Dear friends
My Mummy and Daddy have been kind enough to celebrate my date of birth
Please join me on at 6 15 P M to share my joys and oblige

Yours
S/o Smt & Shri
Address

With compliments from
All who loves me

23 Smt & Shri
request the pleasure of your company
on the auspicious occasion of
HAVAN CEREMONY
at our house
on Sunday
at 9 A M
Kindly also join us at Lunch thereafter

With compliments from

24 It is our pleasure to invite you
on at
as we intend to perform
HAVAN
on the auspicious occasion of
Please grace the occasion and oblige
With compliments from
Smt & Shri
Address

25 *On the auspicious occasion of laying*
FOUNDATION
of for new building We have decided to perform
HAVAN
on Monday the at at the factory site
With compliments from
Smt & Shri
Prop

26 Our spiritual head Param Pujya has kindly consented to perform
HAVAN
on Monday the at
Kindly note you may not miss it
With compliments from
Smt & Shri
Address

27 Our yearly
'DURGA PUJA CEREMONY
Falls on Tuesday, the at at our house at
We hope you will like to have Her blessings
With compliments from
Smt & Shri
Address

28 It is our pleasure to inform you, that our Guru
has kindly agreed to narrate the

'SATYA NARAIN KI KATHA'

on Wednesday the at 9 30 A M

It is hoped that you will join the congregation

With compliments from
Smt & Sh

Address

29 You know the importance of

'RAM CHARIT MANAS"

in Jain religion

It will be our pleasure if you can make it convenient to join us on

AKHAND RAMAYANA PATH

on saturday the
at 6 25 P M

With Compliments from
Smt & Shri

Address

PROGRAMME

Start 6 30 P M
Completion 6 15 P M (Next day)
Dinner 8 45 P M

30 Smt & Shri
request the
pleasure of your presence on auspicious occasion of

RAM NAWAMI

on Sunday the at

Please grace the occasion & oblige

With compliments from

PROGRAMME
Akhand Ramayana Path
Start, Saturday, the at 6 P M
Closing on Sunday, the - at 6 P M
Bhog on Sunday the at 6 30 P M

31 Smt & Sh
request the pleasure of your company on the auspicious occasion of marriage of their son
(Son s name)
with
(Girl s name)
D o Shri as per programme

R S V P
Dears & Nears

With compliments from

PROGRAMME

Sehrabandi Monday, the at 6 P M
Departure of Barat for brides place—Monday at 6 20 P M
(The Barat will assemble near at 7 30 P M)

32 On the auspicious marriage of our son

With

D o Smt & Sh
request the pleasure of your benign presence as per programme

R S V P

With compliments from

PROGRAMME

33 Our Son

weds
(Girl's name)
(D/o Shri)
on Monday the at 8 30 PM
Please share our joys and oblige
Smt & Shri
With compliments from

R S V P
PROGRAMME

34 We feel pleasure in inviting your goodself on the auspicious occasion of marriage of our son

with

D/o Shri
as per programme
Smt & Shri

R S V P
PROGRAMME

35 Our joys know no bounds to inform you that the marriage ceremony of our son

with

D/o
will take place on at
Kindly grace the occasion & oblige
Smt & Shri

R S V P
PROGRAMME

36. Smt & Shri
feel pleasure in inviting you on
the auspicious occasion of wedding of their son

with

(D/o)
Please do come and oblige
R S V P
With compliments from
PROGRAMME

37 (S/o Smt & Shri Son's Name)

weds

(Girl's names)

(D/o Smt & Shri)

on

Monday at 8 20 A M

Please grace the auspicious occasion

Smt & Shri

R S V P

PROGRAMME

38 Smt

(Wife of Late Shri)

Requests the pleasure of your company on the auspicious occasion of marriage of her grandson

(S/o)

with

(D/o)

as per programme given below

R S V P

With compliments from

PROGRAMME

39 Dear friend,

I request the pleasure of your company on the auspicious occasion of my marriage

with

(D/o)

as per programme given below

(S/o)

R S V P

Phone No

PROGRAMME

40 The marriage ceremony of our son

with

(D/o)

has been fixed for Monday, the

Please grace the occasion and oblige

R S V P

Smt & Shri

PROGRAMME

41 Your gracious presence is solicited on the auspicious occasion of marriage ceremony of my son

wirh

(D/o)

Kindly attend as per programme overleaf

Smt

Widow of Late Shri .

PROGRAMME

42 It is our pleasure to inform you that the marriage ceremony of our daughter

with

(S/o)

will take place on Monday, the as per programme given below

Kindly grace the auspicious occasion and bless the couple

Smt & Shri

PROGRAMME

43 Our daughter

weds

(S/o Smt & Shri)
on Tuesday, the 1982 at the lawns of Ashoka Hotel
Kindly be kind enough to bless the couple

R S V P

Smt & Shri

PROGRAMME

44 (Name)
Our daughter is being married with

(S/o Smt & Shri)
on Wednesday the
Please grace the auspicious occasion and oblige

R S V P

Smt & Shri

PROGRAMME

(Place)

45 Your august presence is solicited on the pious occasion of the marriage of our daughter

with

(S/o Smt & Shri)
on at A M /P M
Kindly bless the couple

R S V P

Smt & Shri

PROGRAMME

46 To bless

our daughter on her marriage ceremony with

(D/o)

Your gracious presence is requested on as per programme

R S V P

Smt & Shri

PROGRAMME

47 It is our pleasure to inform you that we have decided to give a rousing RECEPTION to the newly weds

&

(D/o)

on Thursday, the at 8 P M

Please share our joys and bless the newly weds

R S V P

Smt & Shri

PROGRAMME

48 To meet our son

on his marriage with

(D/o)

on RECEPTION being held on at your presence is requested

R S V P

Smt & Shri

Place

49 RECEPTION in honour of

(,)

&

(—)

has been fixed for at

Kindly bless the couple

R S V P

Smt & Shri

PROGRAMME

50

Our beloved left for heavenly abode on Thursday, the The "UTHALA/KIRYA' ceremony will take place on at 5 P M at

(This card has to be printed with black corners)

SECTION 4

COMMON COMMERCIAL ABBREVIATIONS AND TECHNICAL TERMS

(Business Terminology)

1 COMMON COMMERCIAL ABBREVIATIONS

The following is a list of commonly used abbreviations in Business with their meanings

Abbr abbreviation
abr abridged
A/C a/c acct account
A D anno Domini (in the year of our Lord)
admin administration administrator
advt advertisement
agcy , Agency
Agt agt agent
A M a m ante meridien (before noon)
annon anonymous
Apr April
apt apartment
arith arithmetic
art artucke
assn assoc association
asst assistant assorted
Aug August
aux auxiliary
B A Baccalauresus Artium (Bachelor of Arts)
bal balance
bbl barrel
cf compar
Chr chr chap chapter
chem chemical chemistry
chg charge
chgd charged
Chm chairman
B C before Christ
bd bdl bundles
B/E bill of exchange
bk bank book
B/L bill of lading **bldg** building
blk black bulk
blvd boulvard
B/P bills payable
B/R bills receivable
Brig Gen Brigadier General
Bro(s) Brother(s)
B Sc Bachelor of Science
b s balance sheet
bushel (s) bureau
bx , box

C c cent(s) centigrade
ca circa about
c & f cost and freight
cal calendar
cap capital capitalize
Capt Captain
C C carbon copy (ies)
cc cubic centimeter (s)
cent centimeter
deg degree (s)
del deliver delegate
dep dept department
di dia diam dimameter
disc discount
dist distance district
chron chronological
C/L c l carlad carloadlots
clk clerk
cml commercial
Co Company
co c/o care of carried over
C O D cod cash on delivery
Col Colonel
Comdr Commander
comm commissioner committee
conf conference
constr construction
contn continued
contr contract
Corp Corporal Corporation
corr Correspondence correspondent
cpd compound
cps , coupons
Cr creditor
cu cubic
cur current currency
cwt hundred weight
Dec December
Feb February
ff following (pages)
fig figure
fin financial
F O B f o b free on board

Fri Friday
fut future
gal gallon
gaz gazette gazetted
div dividend division
do ditto (the same)
doz , dz dozen
dr debit debtor dram
Dr Doctor
d s days after sight
dup duplicate
ea each
ed edited edition editor
educ eduacation educational
e g exampli gratia (for example)
enc encl enclosure
engr engraved engineer
e o m end of month
equiv equivalent
esq Esqr Esquire
Est established estimated
etc etcetera (and so forth)
ex example
ex each exchange
exam examination
exec executive executor
ext , extension
F F Fahrenheit
Inst Institute
Instr , instructor instrument
Introd introduction
Inv invoice
Invt Inventory
IOU , I owe you
irreg irregular
Jan January
Jct jctn junction
gds goods
Gen General (military title)
gen general
Govt govt government
gro gross
gr wt gross weight
G T,C g t.c good till can called
hd head
hon honorary
hosp hospital
H P h p horse power
hr hour
ht height heat
i e id est (that is)
ill illust illustrated
imp impf imperfect
In inch (es)
Inc including, incomplete
Inf information
ins insurance
memo , mem memorandum
mfg manufacturing
mg , mm miligram (s)
Mgr manager
min minute (s) minimum
Misc Miscellaneous
M O m o , money order
mo month (s)
Mon Monday
Mr Mister (pl , Messrs)
Mt mt mount mountain
mtge mortgage
N Nn northern
nat national
natl national
jour journal
Jr jr junior
Jul July
k kilo (thousand)
kilo kilogram kilo meter
kt carat
kw kilowatt
l lir pl l'
lab laboratory
L/C letter of credit
Lt Lieut Lieutenat
Ltd Limited
M mas masc masculine
m min minute(s)
M A Master of Arts
Maj Major
Mar March
math mathematics
max maximum
mdse merchandise
pd paid
Ph D Philosophiae Doctor (Doctor of Philosophy)
P M p m post meridiem (afternoon) Prime Minister
P O Post Office
pres Present presidency
Prof prof Professor
prop property
propr proprietor
pub public published
qr quarter
qt quaet(s) quantity
N B n b nota bene (mark well)
neg negative
No no number

Nov November
o/c overcharge
Oct October
O K all correct
opp opposite
p page (pl pp)
P and L profit and loss
pt patent
pc piece price(s) (per cent)
sec secy secretary
Sept September
ser series serial
Sgt Sergent
sh share
shpt shipment
Sig sig signature
sing singular
sq square
Sr Senior
SS S S S S stemship
St Street Saint
stge storage
Stk stock
subj subject
Sun dund Sunday
Supt superintendent
syst system
t b trial balance
te telegram telephone
rd road round
rec record
recd received
recr receiver
reg registered regular
req required requistion
ret retired returned
rom r p m revolutions per minute
R R railroad Right Reverend
R S V P r s v p respondez s il vous pliat (please reply)
Ry Railway
s signed
Sat Saturday
term terminal termination
terr territory
Th , Thur Thurs Thursday
t o turn over
t r transpose
Treas Treasureer
Tues Tuesday
vid vide (see)
viz , videlicet (namely)
vol volume
vs versus
W W w west
W b w/b waybill
Wed Wednesday
w i when issued (stocks)
wk week work
yd yard

2 WORDS OFTEN CONFUSED OR WRONGLY USED WITH MEANINGS

Accept	to take something offered Except to exclude
Adapt	To adjust or to fit Adopt to take receive or assume as one s own
Affect	Coinfluence Effect-To accomplish
Agree to	a proposal or plan Agree with—a person
Alright	Incorrect Use all right
Among	Used when speaking of more than two
Between	Used when speaking of two (Among those present—Between New Delhi and Agra)
Amount	Applies to mass or bulk Number—To units (A large amount of money a large number of employees)
apt	Suited pertinent inclined capable of learning Liable Responsible for consequences Likely Probable They are often incorrectly used as synonyms
As	regards In regard to—Common misuse in regards to The word about is normally preferable to either of the above phrases Hari wrote nothing about the Joy order is clear than Hari wrote nothing in regard to or as regards the Joy order

Awful Its proper meaning is awe inspiring or appalling it is *loosely used as a* synonym for ugly bad shocking ludicrous very because if Introduces an adverbial phrase due to an adjective phrase
Our entire sales plan had to be changed because of this deal
Our abandonment of the plan is due to this delay

Beside Besides Beside means at the side besides in addition

Contact Becoming acceptable as a synonym for get in touch with but its over use has led to supply substitutions for many other terms Better use specific terms such as write tor talk to meet telephone call upon, inform ask about where these are meant

Continual Implies regular but interrupted succession, continuous, constant and uninterrupted succession

Data Technically data is the plural of datum but datum *is seldom used and* data functions as a collective singular as well as the plural The plural verb is preferred

Disinterested Means impartial uninterested means not interested

Disregardless *Irregardless misused for regardless*

Doubt that Implies some uncertainty doubt whether Implies considerable uncertainty

Imigrant One who leaves his country Immigrant one who enters another country to settle in it

Equally as good A confusion of *equally good* with as good as Either of the two *latter usages* is preferable

Etc Abbreviation for etcetra Latin—for and so fourth Use sparingly and *avoid* and etc which means and so forth

Fewer Less *Fewer applies to countable things less to measureable (The fewer the* mistakes the less the cost)

Good Is an adjective only Well may be used as an adjective or an adverb (This product is good but not this producer sells goods)

If *Introduces a conditon Whether introduces* an *indirect question* an expression of doubt or an alternative
If the strike is called we cannot guarantee delivery
He asked whether the strike had been called
He wondered whether there would be a strike
He guaranteed delivery whether there would be a strike or not
Imply Infer Imply means to suggest or hint Infer means to conclude or derive from
The chairman implied that a strike was imminent
His audiences inferred from his remarks that it would be wise to stock up on this item
Individual Party Person—Party means a group of people except in legal terminology where it means one involved in a transaction Person and individual both mean a single human being but person is a somewhat *more respectful term than individual*

In Into In implies location situation position into implies direction or motion towards a location
In India strict observance of these regulations has effectively barred the entry of foreign products into the country
Incredible Incredulous Incredible means unbelievable or too far fetched *for* belief incredulous means skeptical or disinclined to belief

3 WORDS OFTEN CONFUSED OR WRONGLY USED WITH MEANINGS

Accept to take something offered Except To exculde

Adapt To adjust or to fit Adopt to take receive or assume as one s own

Affect To influence Effect To accomplish

Agree to a proposal or plan Agree with a person

Alright Incorrect Use all right

Among Use when speaking of more than two

Between Use when speaking of two (Among those present—Between New Delhi and Agra)

Amount Applies to mass or bulk Number—To units (A large amount of money a large number of employees)

Apt Suited pretinent inclined capable of learning Liable—Responsible for consequences Likely—Probable They are oftan incorrectly used as synonyms

As Used to introduce a clause Like—Most correctly used to introduce a phrase *General usage howerver is making the two interchangeable colloquially*

As regards Common misuse is in regards to The word about is in regard to normally preferable to either of the above pharases Hari wrote nothing about the the *Joy order is clear than Hari wrote nothing in regard to or as regards* the Joy order

Awful Its proper meaning is awe inspiring or appalling *It is loosely used as a* synonym for *ugly bad shocking ludicrous very*

Because of Introduces an adverbial phrase due to an adjective phrase Our entire sales plan had to be changed because of this deal
Our abandonment of the plan is due to this delay

Besides Beside means "at the side of *besides in addition*

Contact Becoming acceptable as a synonym for get in touch with but its overuse *has led to sloppy substitutions for many other terms* Better use *specific* terms such as write to of sale money collected,

Application request appeal of an applicant

Appreciate (1) value think highly of (2) increase in value of money etc

Competitive able to win trade favourably comparable with rival firms goods or services

Confidence a feeling of trust In confidence means trusting someone with *private* information

Concession a right or privilege *granted to someone*

Fabric woven material

Fittings smaller parts accessories of a product

Quotation *price offer ed*

Specification detailed desctiption of a product a standard

Supply stock reserve Abbreviations used in asking or giving price quotations to *indicate what amout of freight and other charges* is included in the price,

Ex works
Ex factory
Ex mill } price without any transport

F O R	(free on railway) F O R (free on truck) price includes delivery to the railway and loading on a truck
F A S	price includes delivery to loading point along side ship
F O R	(Export port named)—price includes delivery to docks and loading on to a ship
C & F	(destination named)—price includes allcosts up to the named destination but not insurance
C I F	(destination named)—price includes delivery to the named port of destination the seller is responsible for the goods until the Ship arrives
Ex dock	(import port named)—price include all costs unloadings custom duties etc
Free delivery	*price includes delivery to the premises of the buyer consignee* customs duties paid by seller or consignor
Rise, Raise	Raise is a transitive verb The audience rises when the conductor raisedhis baton
Reason is because	Use either the reason is or because which means for this reason The reason I am late is because the train delayed (Incorrect)
Said	When used to mean previously mentioned, should be restricted to legal documents
Some place, Any place, No place, Every place	Incorrectly substituted for somewhere anywhere nowhere, everywhere
Their	there They re- Confused because of the same sound There is a possessive pronoun there an adverb meaning at that point they re is a contraction for they are If they re ready to settle we ll be there too ready to consider any offer of theirs
Unique	Means the only one of its kind Should not be confused with unusual, rare of outstanding
Advise	To notify
Already	By this time
All ready	Entirely ready
Appraise, Evaluate	To ascertain value or amount of
Assess	To value for tax purpose
Approve	To sanction
Can	used for ability
Compose	To make up or to constitute
Comprise	To include
Farther	To a greater distance
Further	To a greater degree or additional
Literally	In the exact sense
Figuratively	Symoblically
Given our protection	honoured on presentation

A Consignment	Without fixed prices
Under advice	drawee is to be notified
Proceeds	results
To pay	freight charges to be paid by the buyer
Paid	*all cost paid by the sender*
C O D	goods to be paid for by buyer cash on delivery
Accordance	*In accordance with in aggreement with in keeping with* **conformity with**
Advice	information for commercial use
Bargain	something obtained at a price below its value
Brand	kind type registered mark
Consignment	goods in transit from seller to buyer
Cosignor	sender
Cosignee	receiver
Consignment basis, on a	mean the goods are sent to an agent or a shopkeeper to sell at his own discretion Sale & Return basis
Consumer goods	articles in daily use—clothes household goods or articles etc
Demand	a firm request the level of public requirement
Despatch	the sending of goods
Discount	allowance made by seller from the normal price Trade Discount—difference between wholsale and retail pice
Cash discount	*allowance for immediate payment*
Handing	use treatment having in the hands to deal with
Instruction	order, command, information on how to carry on the particular job
Market	where goods are sold
Obligation	duty, commitment
Pattern	sample of designed material as cloth or any fabric
Premises	building land and property
Prospect	a view a possible customer
Range	selection choice variety
Replenish	to refill replace what is consumed
Sample	a specimen model
Shipment	placing goods on a ship quantity of goods sent by ship
Statement	something said or written extract from an account sent as request for payment
Stock	goods held in store or shop
Party	Party means a group of people except in legal terminology
Individual	where it means one involved in a transaction person
Person	*and individual both mean a single human being* but person is a some what more respectful term than individual
In into	In implies location situation position into implies direction or motion toward a location
	In India strict observance of these regulations has effectively barred the entry of foreign products into the country
Incredible	In Incredible means unbelievable or too far fetched for

Incredulous — Belief incredulous means skeptical or disinclined to Belive.

Latter, Last — Latter means the second mentioned of two things When there are more than two use last named or last mentioned

Leave Let — Leave means to depart Let means to allow They should not be used interchangeably

Lie Lay — Lie is an intransitive verb meaning to recline lay is a transitive verb meaning to put or place The trouble spots are these

lie (present) lay (past) lain (perfect)	To recline
lay (present) laid (past) laid (perfect)	To put

Loan, Lend Borrow — Both loan and land may be used inter changeably although lend is preferred but neither may subsititute for borrow, which means to accept a loan In general the giver lends the taker borrows

I will borrow a hundred rupees from Jones (not lend or loan)

Nowhere Nowheres — The former only is correct

Off of — is superfluous Off is sufficient by itself

Keep off — This properly is correct , keep off of this property is incorrect

talk to, meet telephone call upon inform ask about where these are meant

Continual — Implies regular but with interrupted succession continuous constant and with uninterrupted succession

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(The fewer the mistakes the less the cost)

Good — Is an adjective only—Well may be used as an adjective or an adverb (This product is good but not this product sells good)

If — Introduces a condition Whether introduces an indirect question an expression of doubl or an alternative If the strike is called we *cannot guarantee delivery*

He wondered whether there would be a strike

He asked whether the strike had been called off

He guaranteed delivery whether there would be a strike or not

Imply Infer	Imply means to suggest or hint Infer means to conclude or derive from The Chairman implied that a strike was imminent His audience inferred from his remarks that it would be wise to stock up on this item
Stock taking	to make list of stock
Trade	*buying and selling* exchanging of goods manual occupation the trade means the dealers of particular goods
Ware	old word for goods now used only as Earthen hardware, Chinaware
Terms to the trade	price to the dealer *i e* the man who buys to sell again
Not subject to discount	no discount is allowed
Provided	*on the condition that*
Slum in prices	heavy fall in prices
Market fluctuations	changes in the market price

4 Printed Matter Supplied by Manufatcurers or Suppliers

(*a*) Catalogue—price List

(*b*) Brochure booklet—a few pages in the form of a small book

(*c*) Leaflet Folder—usually a single page or a sheep giving information about goods

(*d*) Advertising matter – May be a kind of printed matter for use by dealers wholesallers and retailers

(*e*) *Prospectus—Terms is applied to the printed offer of shares in public* companies and to various kind of officers |of services, and not goods

Printed Matter	printed papers sent by cheaper cost
Administration	management and control
Publicity	advertising making a thing known
Unsolicited	not asked for
Accessories	fittings extra parts or useful items of equipment
Appliances	domestic machines
Shortcoming	defect insufficiency , failing
Spare Parts	replacement parts
Lethal	deadly fatal dangerous
Maximum return	largest possible profit on sales
With effect from	on and after
Will sail to schedule	*Will leave at the time planned*
Will put in at	will call at , dock at
Due	which should arrive at
Inward cargo	imported goods arriving-at
Alternative	another possibility
Content	proportion percentage

Contents	what is contained in something
Contract	Binding agreement
Declaration	open admission or statement of fact
Extend	make longer or larger
Grade	class quality
Indent	order one of a series from a regular customer an order to buying agents
Match	be similar to harmonise with
Negotiation	business dealings with someone
Notification	formal information
Obliged	compelled, forced grateful owing thanks
Observance	compliance with obeying
Option	choice first offer
Produce	natural substance—fruit butter wheat
Rate	a fixed level or scale of charges speed local tax
Seconds	goods of second or rather inferior quality
Slump	rapid fall
Stipulate	make a condition
Inward port	port of arrival or importing
Instructions strictly observed	instructions exactly carried
Catch up with to Schedule	bring work up to data
Keep pace with to the rush of orders	execute all orders in good time although orders are numebrous
Prices have tended to rise	a slight upward movement of prices
Turn out	manufacture produce

5 Packaging Containers

(a) Bag	made of strong paper linen canvas rubber or jute
(b) Sack	A large bag usually made of jute
(c) Carton	Light but strong cardboard of fibreboard Double lids and bottoms fixed by glue adhesive tape metal bands or wire staples Sometimes a bundle of several cartons is made up into one package held by matal bands
(d) Case	strong container made of wood
(e) Box	a small cast of cardboard wood or metal
Accessory before the Fact	One who instigates or aids in crime but takes no part in its commission
Accommodation Paper	Negotiable paper bearing the endorsement or a person who thereby lends his credit to the maker of the paper

Account Right to transact business in bank by depositing money of its equipment therein a salesman s customer business transacted with firm or an individual right to conduct business with a firm by establishing credit record of business transactions with a firm or an individual

Accountant One skilled in keeping the accounts of a firm and responsible for their accuracy Certified Public Account – (abbrev CPA) corresponding to a Chartered Accountant in England is one who has qualifed or a certificate from the State and is consequently engaged to check and certify the accuracy ofafirm s books

Account Sales Record delivered by a broker or commission merchant to the owner of a consignment of goods showing the amount and sale prices of goods and deduction for commissions and freight and other expenses

Actuary One whose profession is to calculate insurgence risks and premiums

eminent
interesting
interpretation
interrupt
invariably
irrelevant
laboratory
laid
legitimate
leisure
length
liable
license
lightning
literature
maintenance
manoeuver
manual
manufacture
meterial
material
mathematics
messenger
miniature
miscellaneous
mischievous
misspelled
misuse
momentous
necessarily
promissory
prosecute
prove
psychology
purchase

necessitate
necessity
nickel
ninety
noisily
obstacle
occasion
occasionally
occur
occurred
occurrence
occurring
omission
omit
omitted
operate
opinion
opprtunity
ordinarily
optimistic
original
paid
pamphlet
parallel
particularly
passed
pastime
peculiar
perform
permanent
safety
sandwich
sarcasticism
saturday
scarcely

intercede
permissible
permitted
perseverance
persistent
personnel
perspiration
persuasion
pertain
phase
philosophy
piece
planning
plausible
pleasant
possession
possibility
possible
practically
precede
preferable
preference
preparation
prevalent
primitive
privilege
probably
procedure
proceed
profession
prominent
surprise
surrounding
synonymous
technical

Per cent	Per hundred
Prima facie	On the face of it
prorata	In proportion
sine die	Without any definite date
status quo	As it is unchanged
sub judice	Under consideration of judiciary
ultra vires	Beyond one s powers
versus	Against
via media	A middle course
viz	See above below namely
vice versa	Opposite

6 Words Frequently Mis-spelled

absence
accept
accidentally
accompanying
accomplish
accumulate
accustomed
achievement
acknowledgement
acquire
actually
allotted
all right
altogether
analysis
analyze
annual
apology
apparent
apparel
appearance
appreciate
appropriate
approximately
argument
dairy
dangerous
dealt
deceive
deferred
definite
derived
description
assistant
attendence
balance
basis
beginning
believe
benefited
biscuit
bookkeeper
brilliant
bureau
calendar
candidate
career
careful
careless
casual
category
certain
challenge
changeable
changing
clothes
commitment
committed
emphasize
encourage
enough
enthusiasm
entirely
equip
equipped
equivalent
committee
community
comparable
comparative
compelling
competition
competitive
complimentary
conceivable
conference
conferred
conscious
concensus
considerably
continuous
control
controlled
convenience
convenient
copyright
counsellor
courteous
courtesy
criticism
criticize
cylinder
foreign
forward
fourth
gauge
generally
guarantee
guard

desirability
despair
desparate
device
devise
defrence
difficulty
dilapidated
dilemma
disappear
disappoint
disastrous
dissatisfied
dissimilar
distribute
dominant
dying
effect
efficiency
eighth
eligible
eliminate
embarrass
erroneous
especially
exaggarate
exceed
excel
excellent
exceptional
excessive
exercise
exhausted
existence
exorbitant
expense
experience
explanation
extraordinary
extremely
facilitate
familiar
fascinate
feasible
February
fictitious
guess
guidance
harass
height
heroes
hesitancy
hindrance
hygienic
hypocrisy
identity
illiterate
immediately
imminent
incidentally
incredible
independent
indefinite
indispensable
inevitable
influence
intellectual
intelligence
intentionally

prophecy (noun prediction)
prophesy (verb to predict)
receipt (written acknowledgement)
recipe (formula)
reign (to rule)
rein (part of harness)
respectfully (with respect)
respectively (each in the order given)
stationary (standing still)
stationery (writing materials)
therefore (for that)
there (consequently)
to (in the direction of) to also
two(Next after one)
waive (to forego)
vaive to (flutter or cause to flutter)
who s (contraction of who is or who has)
whose (possessive case of who)
your (possessive case of you)
you re (contraction of you are)

7. Foreign Words and Phrases in Common use

Ad hoc	for the purpose
ad valorem	According to value
bonafide	To the point
de-facto	Genuine in good faith
elite	The choice part
en bloc	As a whole
en route	On way to
en masse	In a body
exit	The way to go out
ex officio	By virtue of one s office
ex parte	One sided
fact accompli	An established fact
impasse	Deadlock
in camera	In secret
lingua franca	A common language
mala fide	In bad faith
modus oprandi	Way by of special eminence
per capita	Per head
per diem	Per day

8 List of Words generally leading to confusion

Do not confuse words that are similar in spelling or pronunciation but not in meaning Distinguish carefully between the words in each of the following sets

accept(verb to take)
except (verb to leave out preposition leaving out)
affect (verb to influence)
effect(verb to influence)
effect (verb to bring about, noun result)
all ready (completely ready)
already (by this time)
all together (in union)
altogether (entirely)
allusion (reference)
illusion (deception)
appraise (to evaluate)
apprise (to inform)
biannual (twice a year)
biennial (once in two years)
breath (noun respiration)
breathe (verb to respire)
calendar (tabulation of days)
calender (a smoothing machine)
capital (chief city principal sum)
capital (state house)
cloth (fabric)
clothe (to dress)
clothes (apparel)
clothe (to dress)
complement (that which completes)
compliment (Commendation)

Representative Anyone representing the firm

Die-stamping	this is used for addresses on private note paper, it is not printed but em bossed and usually coloured
To take over	an offer to take over the business of the company concerned it may be amalgamation or absorption
Molding	the shares are said to be held by the owner who is a shareholder or stock holder
Proceeds	The results of the sale represented in money
Awkward	difficult inconvenient
Bulk	the goods delivered on a large scale
Check up	see if everything is all right
Cope with	manage but always with some difficulty
Dispose of	get rid of self
Finish	the completed surface of the article or material
Item	used only to refer to something in a list in a catalogue
Line	the kind of business one deals in
Missing	what is not there but should be
Pilferage	petty theft

Replacement In the case of breakage or wrong delivery another consignment of the goods ordered is sent to take the place of the broken demaged or wrongly delivered goods

Staff the employees

Substantial big large

Take for granted presume

Texture structure of material thickness weave of fabric

Account sales agent s statement of sales made

Draft agreement written copy of proposed contract

Market potential sales possibility

Initial first

(*f*) **Bill of Exchange** an order in writing from one person to a bank or to another person to pay on demand or at a given date, a certain sum to the person named in the bill

(*g*) **Letter of credit** L/C An arrangement with a bank by means of which a buyer guarantees payment to a seller on fulfilment by the seller of certain agreed conditions This instruction must be in writing and if marked irrevocable it cannot be cancelled

(*h*) **Draft** This really means a document used to "draw ' money from some source but sometimes it is used to refer to money itself A Bill of Exchange is often referred to in a letter as "the draft

(*i*) **Banker's draft** A draft or cheque drawn by one bank on another

(*j*) **Banker's transfer** Transfer of money from the bank account of a debtor to the bank account of his creditor by order of the debtor

(*k*) **Overdraft** A debit balance of a bank on customer s current account

(*l*) **Security** A document of value given as cover for loan

(*m*) **Trustee** Person appointed to protect the interests and property of a person deceased

(*n*) **Executor** Person appointed to carry out the wished of another person deceased

Association An organization that protects the interest of its members but does not trade

Society Cultural charitable or of such organizations

Executive Applied to any director, manager or other head or person in authority, in business firm

Manufacturing licence To grant a permit or licence to a firm in other country to make the products using the 'Trade Mark of the 1st Manf but not this

Lock a construction used for altering the level of the water in a dock river or cannal

Quay the dockside where ships berth and goods are loaded or discharged

Shed Store the building where the goods are kept

Wharf name for quay and shed

Wharfage charge for storing

Demurrage the money paid to the ship owner if the charter delays the sailing of the vessel,

Despatch money	a bonus to the charter for loading or unloading in less time than has been stipulated
Lay days	days allowed for the loading and discharging of a ship
Knot	the speed of a ship calculated as one nautical mile per hour
Tonnage	(1) calculated as 100 cubic feet per ton to measure the ship s as (a) Gross tonnage and (b) Net registered tonnage (N R T) being the ship s cargo carrying capacity
Ship chandlers	suppliers of all the requirements of ships
Stevedors	(1) contractors who arrange for the labour to load and discharge of ship (2) the men who actually do the work of loading and unloading etc

9 Technical Terms used in connection with Banking Actions

(a) Current account	the account into which a client pays his trading receipt and on which he draws his cheques
(b) Deposit account	surplus funds from the current account are held in this and receive interest
(c) Interest	the charge or profit due for lending money
(d) Cheque	an order in writing from a person to his bank to pay on demand a certain sum to a named person
Duty	the tax levied on the import of goods
Entry	a word used by the Customs referring to the particulars entered in a book can be either entry in or entry out
Tariff	used for all types of charges
Freight	cost of transport

10 Category of Ships/Vessels

Coster	a ship on the coastal trade only
Collier	a ship that carries only coal and coke
Craft	any kind of ship but usually means a small vessel
Launch	a small vessel for river and harbour to transport
Motor ship	a vessel driven by motor
Steamer, steamship	a vessel driven by steampower
Tanker	a ship that carries bulk liquids chiefly oil the name is used for road and rail vehicles that carry oil and bulk liquids
Tug	a small powerful vessel that is used for towing other ships either large or small

11 Technical Terms used in Dockyard

Berth a place at the quay jetty or dockside when the ship may load discharge or lie

Bonded warehouse a store where goods are kept until the duty has been paid

Bunkers the parts of the ship reserved for carrying the fuel needed

Crane name used for lifting machinery in docks and on ships

Granaries stores for grain especially used in connection with the discharge from grain carrying ships

Groupage rates small consignments are sometimes grouped together in one bill of lading this is usually done by forwarding agents

A/M, U/M recognised abbreviation in routine communications for above mentione and Under mentioned

Routing order instructions concerning the 'route by which the consigment is to be sei

"By first opportunity this is an expression used in shipping and means the first opport nity to ship the goods by a suitable vessel

Bulk cargo this means that the goods do not require packing such cargoes are usual coal timber oil wheat etc

Tranpnship this is a vessel that does not operate on a fixed route as a ' Liner does

Fixture particularly used in connection with chartering

Turn round as applied to a ship is the unloading reloading and carrying out of th necessary formalities before the ship can sail again

In accordance this refers to the regulations laid down by different countries concernin the crews of their ship

Delivery order a document from the owner or holder of the goods requesting the releas

with articles of goods held under warrant

Dock warrant there are receipts issued for cargo deposite at dock warehouses

Warehouse warrant

Tally the record or list of cargo loaded or discharged it is checked by a tal clerk therefore to tally means to be correct

Drawback an allowance granted by the Customs on export of goods on which du was paid on importation

Dues Charges made by port authorities—dock dues port dues

Crate a case but not fully closed

Drum Cylindrical shaped containers for carrying liquids chemicals paints etc

Barrel a wooden drum

Cask a very large barrel

Bale a package of soft goods (e g cotton wool etc)

Can (or Tin) a small metal container

Bundle miscellaneous goods packed without a container

12 Terms Used in Connection with Transportation of Goods

1. Van truck lorry
2. Canal waterway overland railway road
3. To load unload to discharge wagon load lorry load ship load
4. To transport transport carriage cartage freight charge dues
5. To pack to stack to stow porter stevadore carter
6. To despatch to consign to send
7. Weight bulk mass dimensions capacity volume
8. Crane lifiting gear derrick hook chain tackle sling
9. Barge tug lighter totow, on tow towage
10. Bolted screwed nailed battend cleated locked braced
11. Wrapping padding filling material covering material lining waterproof air-tight sealed insulated

13 Technical Words used on Packages/Parcels

This side up	Fragile	Stow away from heat
Use no hooks	To be kept cool	Open this end
Do not drop	Top	Do not stow on deck
Glass with care	Keep dry	Inflammable
Perishable	Acid with care	Lift here
	Handle with care	

Fecilitate to maker easier

Medium	half way position, neutral between Extremes
Ordeal	unpleasant or difficult experience
Secure	safe not in danger
Unscathed	uninjured undamaged unmarked
Carriage	freight cost of transport
Clerical error	office error
Current liability	present debt last account
Discrepancy	error disagreement
Warrant	Justify entitle to us
To query	to question raise a question
Indulgence	understanding forgiveness
To waive	to cancel overlook
In adjustment	to put the matter right
Outstanding	unpaid
60d/s	60 days after sight
Meet	pay
Punctually met	paid when due
Without resonsibility	no risk can be accepted

14 MARINE-TERMS

Mate the first officer of a ship, next in rank to the Master or Captain

Document of title a doument that represents the goods or money and gives the right or title to the goods or money

Sleepers the supports for railway lines placed at regular intervals at right angles to the rails

Parcel in commercial language this does always mean goods wrapped up in paper but indicates one particular ' lot

Per 20 cwt or 40 Cubic Feet at Steamer s Option the ship owners can choose whether to charge freight on the weight or measurement 40 cubic feet is taken as equivalent to 20 cwt

Commence loading loading dates are given by shipowners so that the cargo can be assembled at the docks in good time

Close for cargo a date is also given when the shipowners will close loading

pursuit
quantity
questionable
quiet
quite
realize
realm
recognize
recommend
reference
referred
reward
regretted
relevant
relieve
remembrance
reminiscent
renowned
repetition
representative
resources
response
responsibility
secrilegious
scene
schedule
scientific
secede
secretary
seize
sense
separate
sergeant
several
significance
similar
simulated
simultaneous
source
specifically
specimen
sponsor
stationary
straight
stretch
strictly
substantial
summarized
superintendent
supercede
suppose
temperament
temperature
tendency
theory
thorough
thousandths
tolerance
tract
transferred
treacherous
treasurer
truly
tuesday
twelfth
typical
unanimous
undoubtedly
universally
unnecessarily
usage
vacancy
variety
various
vegetable
vigilance

15 Technical Phrases and Words Generally used in Business Correspondence

Abstract of Title Record summarizing deeds mortgages and other documents and transactions affecting title to a piece of real estate

Accessory after the fact One who knowingly aids a criminal act freight e g railroad, bus or trucking company etc

Cartel International combination allocating markets and supplies and fixing prices *in order to eliminate competitive buying and selling*

Catalogue A list usually with illustrations and textual description of items for sale at announced prices

Ceiling Maximum wage rent etc fixed by the Government

Certified Check Bearing the signature or stamp of the cashier of the bank on which it is drawn Its significance is that the sum has been withdrawn from the account of the drawer and the bank assumes responsibility for payment

Chain Store *Branch of a large system of stores belonging to a single ownership*

Chamber of Commerce A board of trade an association to promote the commerce of a community State or Nation

Charter Certificate from the State approving the organisation of a company and authorizing it to do business in the approved form

Cheque A standard form of written order to a bank to make a designated payment out of a depositor s balance

Circulation In a periodical the number of purchasers by subscription or individual sales, *in a store movement to customers in and out*

Clearing House Organization maintained by a banking group to exchange cheques and adjust accounts among its members

Business Commercial transaction organization conducting commercial transactions

Business Cycle Recurrent succession of business fluctuations loosely divided into prosperity *crisis liquidation depression recovery*

Call Purchased rights to demand a certain amount of goods at a fixed priece or within a fixed time demand for payment of money as on a stock holder, member of a mutual insurance company etc to pay instalment of subscription to capital or a contribution to meet loss

Call Loan One which may be terminated by either party at any time

Call Money Money that must be returned when demanded

Cancel To annal an order for goods or services

Capacity Calculated space of any form of container from warehouse or ship to carton

Capital A stock of accumulated wealth amount of property and funds as distinguished from income

Capitalism An economic system in which capital plays a leading part in production and distribution

Capitalist One who uses capital for investment capital stock shares of a corporation considered as an aggregate

Capital Surplus Profits such as from sale of stock above par value, other than earned surplus

Carrier A company transporting passengers or goods

Bond An interest bearing certificate of indebteness a bond differs from stock in not representing ownership In actuality bonds are long term interest bearing notes representing loans or goods being manufactured stored or transported under care of bonded agencies

Bonded Debt Bond issue representing indebtedness

Bonus Extra goods shipped without charge on an order sum given to employees in addition to contracted wages or salary

Bookkeeper One who keeps books of accounts of a company generally distinuished from an accountant in having less formal training and lower status

Book Value Value given to assets on the books of owner may be above or below current market value

Boycott Organized effort to prevent purchases of goods produced by a certain firm or industry and usually arising out of labour trouble

Brand Name Name of manufactured article registered to prevent copying

Breach of Contract Refusal to carry out terms of a contract in whole or in part

Brief Lowest statement of his client s case containing legal citations supporting it

Broker Agent one who buys or sells for another on commission

Bullion Bars of gold and silver intended for

Beneficiary One in whose benefit a gift trust fond income or insurance money is drawn

Bequeath To will personal property (property other than royalty)

Bid A possible offer at which goods will be supplied or work performed

Bill Account of or invoice for goods sold or work done Abbreviation for bill of exchange now chiefly designed price of paper money

Bill of Lading Certificate drawn up and signed by transporation company enumerating articles being shipped acts as contract and receipt for shipment

Binder A sum of money or other valuable consideration binding perties to a contract

Black Market Trading that violates legal restrictions such as price ceilings etc Covering everything rather than a specified items such as planket insurance etc

Block (in Currency) Legal prohibition or restriction of foreign credit currency securities or other property usually during war e g blocked currency

Board of Directors Group of persons directing affairs of a company corporation or association

Board Room Room in which Board of Directors meeting held room in brokerage office containing board on which is pasted records of transactions prices etc

Board of Trade Organization of advancement of business usually of an industry or geographical area such as a town or account left after current withdrawals

Balance Sheet Statement of financial condition showing current assets and liabilities

Bank Institution where money or other property is deposited

A State Bank Is organized under State laws it operates as a commercial bank but may have trust and savings departments A Commercial Bank does business primarily in short term and seasonal loans to business organizations A Savings Bank does business primarily in savings and their investments but may also do commercial banking where State law permits

Bank Discount Interest deducted in advance

Banker Officer of a bank– Private Banker gerally lends money to finance projects may also engage in commercial banking

Bankruptcy Condition of a company unable to meet its debts In Voluntary Bankruptcy the company petitions are to be declared bankrupt in Involuntary Bank ruptcy a creditor or group of creditors is the petitioner

Bargain Agreement or terms of a sale, purchase of material at an advantage

Barter Direct exchange of commodities without use of money

Bear One with a pesimistic attitude toward business one who anticipates down swings in the market, as opposed to Bull
impose a contribution as a lodge assessement'

Assessment A valuation of property a fine, an imposed contribution Assessor—one appointed or elected to value property for taxation

Asset Currency (in banking) Currency secured exclusively by the general assets of the issuing bank as distinguished from the secured by special deposits of govern ment bonds commercial paper etc

Assets (Property) In accounting items on balance sheet of business showing book values of its resources as at a given date Fixed or Permanant Assets—land building machinery capital stock of another company which can be used repeatedly

Current, Liquid or Floating Assets—cash or material which can be immediately disposed of without loss

Association Organization of a large number of people to transact business if not incor porated members are liable for its debts as in a partnership

Attachment Court order authorising seizure of property, usually pending outcome of trial

Actioneer A person whose job is to conduct auction sales

Audit A verification of accounts to make an audit

Auditor A person authorized to examine accounts

Backlog Amount of orders remaining to be filled

Balance (in book keeping) To prepare an accounting of assets and liabilities the money in a bank

Annuity (in insurance) Annual or periodic income of the insured fot life or for a specified long term

Appeal Resort to a higher court for review of lower court s decision in the hope of having it reversed or the case retired

Appraise To set a value on goods land the estate of a deceased person to esti mate loss as by fire etc Appraisal—act of appraising or the stated result after appraising Appraiser—one designated by court or appoin ted by agreements to set a value on proper property

Appreciate To increase in value Appreciation—a rise in value

Arbitrage Purchase of stock in one market for profitable resale in another

Arbitration Submission of a dispute to judgment by a third party agreed on by both parties to the disput.

Assignments Formal summoning of accused into court where indictment is read to him and he is called upon to plead where indictment is read to him

Assignment Formal summoning of accused into court where indictment is called upon to plead guilty or not guilty"

Arrival Notice Announcement by tranportation company of cosignee when shipment reached destination

Arson Deliberate burning of a house (in some state of any property), a statutory crime

Assess To set a value for taxation to improve with the purpose of avoiding possible litigation

Administrator, Administatrix A person appointed by a court to settle an estate

Advertising Promotion of business thruogh notices in the public by prints on posters radio, television or other media

Classified Advertising small advertisments listed alphabetically

Affiliate A company in financial association with another (Attachment)

Agent Person or company acting for another person or company

Agreement Mutual consent in terms of trade or employment usually in written form

Allocation Apportionment of goods in short supply so that all companies when the Govt is the allocator or all customers when a company is the alloca tor may secure share assigned according to their regular consumption or they are assigned according to their regular cousumption or their comparative immediate need

Allowance A customary deduction from the gross weight of goods In law a sum in addition to regular taxable costs awarded by the court a reduction in cost allowed to the purchaser by the seller

Amortization Gradual liquidation for a mortagege or other debt by periodic payment in addition to interest

Announcer A person hired by a radio station or commercial sponsorer to introduce radio programmes and performances

Accessory before the fact One who instigates or aids in crime but takes no part in its commission

Accommodation Paper Negotiable paper bearing the endorsement of a person who thereby lends his credit to the maker of the paper

Account Right to transact business in a bank by depositing money or its equipments therein a salesman s customers business transacted with a firm or an individual right to conduct business with a firm by establishing credit. record of business transactions with a firm or an individual

Accountant One skilled in keeping the accounts of a firm and responsible for their accuracy Certified Public Accountant (abbrev CPA) corresponding to a Chartered Accountant in England is one who has qualified for a certificate from the State and is consequently engaged to check and to certify the accuracy of firm s books

Account Sales Record delivered by a broker or commission merchant to the owner of a consignment of goods showing the amount and sale prices of goods sold and deductions for commission and other expenses

Actuary One whose profession is to calculate insurance risks and permiums

Adjust (In insurance) To determine the sum to be paid in settlement of a loss covered by a policy

Adjustor Adjuster One who makes the settlement in claim arising out of losses or com plaints

C O D Abbreviation for "cash on delivery In C O D transaction goods must be paid for at the time of delivery

Code An arrangement of words, letters or other symbols to active secrecy or brevity *in communication a set of rules governing the conduct of a business*

Codicil Addition to a will modifying some provision in it

Collateral Property used as security for a loan

Collective Barganing Negotiations between employees and a committee of their workers *and/or representatives of the union*

Co Maker One who shares obligations of another by endorsing contract

Commercial Paper Promissory notes of a large reputable firm dealt in by note brokers and sold to banks which discount them and in that way realize interest on them

Commission Percentage or allowance made to broker or agent for transacting business *for another e g salesman s commission*

Company Association of persons for carving commercial or industrial enterprise, may be partnership corporation or other joint enterprise

Copyright Other piece or creative work are copyright after publication

Corner To secure such control of stock or commodities as to able to dictate quotation prices

Corporation A business association operating on a State franchise and with liability limited to the amount of the investment

Co Sign To assume joint responsibility in indebtedness by investment

Cottage Industry One where operations are performed by workers at home

Countermand To reverse a personal order

Courts Where cases involving offence against the law of claims protected by the law are filed

Covenant Promise of some future action made in contracts and other legal papers

Coverage The amount and type of protection against risks agreed on in an insurance policy

Credit Financial standing influncing sale to a concern on deferred payment permission to defer payment for a certain period

Creditor One who extends credit lender

Custom Generally accepted practice company practice customer s account

Customer Person or concern purchasing goods

Cut In printing zinc etching or copper or zinc halftone usually reproucing a picture or hand writing

Cutblach Reduction in production schedule reduction in salary or other compensation

Complaint (in law) Statement of the cause of an action the person initiating the complaint is called the complainant In commerce customer s charge of faulty goods delivery or other services

Comptroller Auditor with the rank of executive

Cosign To send or address goods by bill of lading etc to an agent on another place to be stored sold or otherwise cared for

Consignee One to whom goods are shipped

Consumer *Ultimate purchaser or user* of merchandise

Consignment Transaction in which purchase is not final unsold goods may be returned to consignor

Contract Witnessed agreement usually in writing, the terms of which are legally enforceable

Contractor One who specializes in a certain type of work e g building contractor Sub-contractor, one who performs part of a piece of work e g plumbing sub contractor

Cooperative A business enterprise or association with the object of producing purchasing selling or occupying quarters at common savings to members by eliminating middle man s fees and profits

Copy Text of advertising, duplicate of orginial letter or of an article commerce Ordinary carbon copy duplication of typing

Copyright Exclusive publication rights

Demage Loss in merchandise machinery service productive capacity or trade standing Compensation for such damage may be claimed depending on the circumstances in a court of law

Deed Stock Unsaleable merchandise

Debenture Synonym for debt documentary evidence of debt.

Debit and Credit Memoranda Issued by companies to effect necessary adjustments in the course of transactions

Decontrol Removal of government restrictions on prices rents etc

Deduction Sum or money subtracted from an amount to be paid for goods or services

Deed Contract by which real estate is conveyed by one party to another

Defalcation Misappropriation of money placed in trust, the sum misappropriated

Default To fail in fulfilling a contract or other financial obligation

Deficit Amount by which expenses exceed assets production falls below expectation

Deflation Decline in prices volume of production etc usually accompanied by unemployment

Demand Desire to purchase commodity together with capacity to pay for it

Demand Bill or Draft A bill payable at sight or on demand

Demand Item Article in constant demand which must be carried in stock constantly

Demand Loan Loan payable on demand

Demand Note Note payable on demand

Demurrage Charge by transporation company for delivery

Demurrage Charge by transporation company for detention of carrier beyond allotted time

Deposit Money or equivalent entrusted for safe-keeping with another as in a bank money given as partial payment in a transaction or as a binder in a contract

Deposition Testimony given by witness unable to appear in court

Depreciation Decline in value usually as a result of loss through wear neglect exposure etc Machinary is usually calculated to suffer an annual depreciation of 10% in value through wear

Depression Deep and prolonged decline of industrial and general business activity

Deteriorate To spoil or loss quality with time e g food and certain manufactured articles such as photographic films

Detriment Damage by intangible cause such as injury to a firm s reputation through rumors

Devise To will property in real estate

Director Person entrusted with determining policies and decisions of a firm

Disbursements Payments to meet bills

Discount Allowance for cash on quick payment Trade Discounts are discounts from wholesale prices allowed to customers and scaled according to amount of purchase and other consideration

Distributor Person or company through whom goods reach the consuming public Wholeesale Distributors supply to Retail Distributors who serve the public directly

Dividend Money paid to shareholders or depositors as (profits on shares)

Dock Receipt Signed by steamship company for freight delivered to dock

Draft Papers by which one party usaully the seller orders another party, usually the buyer to deliver to *a third party usually a bank a sum to be* credited to the account of the first party Used to assure payment and to secure settlement of unpaid accounts since rejection of a draft when presented by the bank is recorded and affects creoit standing

Drawee Bank on which cheque or draft is drawn

Drawer Person who draws money from bank account by cheque

Dry Goods Commodities made from fabrics

Due Bill In brokerage business a type of IOU by broker promising to deliver certain *stocks not available at time of sale also used for promised future* delivery of dividends etc

Dummy Sample of proposed book magazine or booklet to show size format and sample pages

Duplicate Copy of identical likeness e g duplicate of bill

Duty Payment imposed by the Government on goods imported exported or consumed such as customs duties excises etc

Earned Income Income derived from wages salary or fees in return for labour advice or management services

Earned Surplus Balance of profits and income remaining after deducting losses dividends and transfers to capital stock, etc

Earnest Money Deposit or binder a sum of money paid to seal a bargain and to be deducted from purchase payment

Economy Organization of the production distribution and consumption of goods in a community

Efficiency Engineer *A person whose profession is to plan or change production methods* to secure greater economy and efficiency

Embezzle A fraudulently appropriation to one s own use of property entrusted to him by another

Endorse (also Indorse) To sign one s name as a payee or to indicate co responsibility for payment on a checked bill note or other document

Enterprise In case association with the word free or private has come to replace capitalism to differenciate the non socialist from the socialist type of economy

Entrepreneur One who takes commercial risks entpriser

Entry Item in a business record

Equity In real estate difference between value of property and owner's debt on it In margin buying difference between market value of a stock and customers s indebtedness for its purpose

Escrow Papers or money in keeping of responsible party such as a bank, hold until certain conditions are fulfilled

Estate Property in lands or tenements sometimes inaccurately used for property other than lands or tenements total property left by a deceased person

Estimate Statement of amount of goods to be produced or stored or of sum which certain work will be done

Exchange Transfer of goods place where business interests of a certain sort meet transaction e g stock exchange cotton exchange, etc

Executor (Executrix) One designated to carry out terms of a will

Execution Carrying out of terms of a will or a court order

Expedite To accelerate production or distribution of goods on rendering of service

Expeditor One whose job is to expedite or facilitate business and other transactions

Fascimile Exact copy not necessarily of same size photostate can serve as satis factory fascimile

Factor Commercial agent who sells or buys goods for others on commission commission agent

Factory Building where manufacturing of goods is carried on

Fall To become insolvent

Fee Compensation for professional or special services fixed charge for service of a public officer e g Sheriff s fee

Free simple Udrestricated title to property

Folony Crime whose penalty is death or prison sentence

Feduciary In trust a feduciary is a trustee

Finance Managment of money matters

Financial Bating Financial information carried in directory

Firm Correct meaning is partnership In common usage in any business organiza tion

Fiscal Relating to finance e g fiscal year—period in which annual taxes are collected

Fixtures Fixed equipment for business for professional premises

Foreclosure Transfer of property to mortgagee when mortgagor defaults on interest payment

Freight Bill Prepared by transportation company and tendered to receiver or sender depending on who is paying the freight charges

Freight Claim Also called Loss and Damage Claim or Overcharge Claim claim on transportation company for loss damage or overcharge

Fund Cash or specified assets set aside for a specific purpose

Funded Debt Fund set up for payment of long term indebtedness

Funded Reserve A reserve for which a fund has been invested to earn income

utures In commodity exchange contracts for subsequent delivery as of a crop not yet harvested

old Standard Rating of currency in terms of supply value in gold

Goodwill Intangible asset resting on a special earning power gained through advertising reputation good business methods favourable location business standing etc

Gross As a number 12 dozen or 144 as an adjective indicating a complete sum before deductions have been made e g gross income before deduction of taxes, expenses etc

Handbill Printed announcement handed out to passersby

Handicrafts Goods produced by hand e g certain pottery woven goods embroidery basket work etc

Heir Person entitled by law or terms of a will to an inheritance

High Pressure To make sales of goods not actually needed or desired

Holding Company One organized to buy and hold stock of another company

Hypothecation Pledging of collateral, Government may hypothecate tax ravenue as security for a loan Property may be hypothecated' for payment of a debt Its earnings may be so used and the property remains with the debtor but if payment is defaulted the creditor may demand sale of that property to secure payment of the debt

Implement To find means to carry out an agreement

Impulse Item *Something marketed to appeal to spontaneous decision of customer, usually* novelties and luxuries as opposed to staples or necessities

Income Group Classification of people according to earnings

Indemnify To make certain against loss or damage to make good a loss or damage

Indenture Sale agreement of which each concerned part holds a signed copy

Index Stock market term referring to listed price quotations of securities traded on the market and analysed for trends

Industry Collectively manufacturing as contrasted to agriculture any branch of production e g shoe industry paper industry

Inflation Rise in prices where income advance fails to keep up with prices

Insert Something added in a document an encloure in a mailing

Insolvency Inability to meet current financial propagation

Instalment *Perodic payment or a time payment for purchase The British Equivalent is* hire purchase

Instrument Person or document useful in accomplishing a stated purpose

Interest Payment by borrower for use of borrowed money, measure in percentages and units of time simple interest is payment of accrued interest added to capital

Intestate Description of a property holder who dies without leaving a will *Division* of property will then be made according to State Inheritance Laws

Investment Money or other property risked with expectation of profit

Investment Trust Company whose business is invesment in securities and bond issue and markets its own securities on the basis of these investments

Invoice A bill itemizing goods shipped and their prices

IOU Document bearing the letters IOU and a notation of a sum of money

Joint Stock Company Large partnership with some of the features of a corporation

Journal Book keeping record in which transactions are first entered

Know How Technical skill as gained through training and experience

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Joint Stock Company Large partnership with some of the features of a corporation

Journal Book keeping record in which transactions are first entered

Know How Technical skill as gained through training and experience

Landlord Owner of real estate usually reference is to owner of a specified building

Layout Sketch of a proposed advertisment, booklet etc in store merchandising arrangment of merchandise

Leave A contract for the temporary conveyance of property, usually in considera tion of rent

Ledger Account book In larger sense accounting Journal

Legacy Inheritance through a Will

Legal Standard Measure of value in gold or silver established by a government for the rating of its currency

Legal Tender Money that may lawfully be used in settlement of debts

Lessee Tenant under a lease

Lessor One who grants a lease

Liability Indebtedness current liabilities are short term debts such as taxes account payable etc to be met within the year fixed liabilities are long term debts such as mortgages bond etc deferred liabilities are advance payments such as rent or interest before they come due

Liable Written statement held to be damaging to person or business about which it is made

License Legal permisison to sell certain goods

Lien Legal right to property in payment of debt usually has priority over other claims e g tax lien mechanic s lien etc

Limit Order Order to buy or sell stock at or above or below a specified price

Line Type of marchandise offered for sale e g pearl buttons

Liquid Convertible into cash e g liquid assets

Liquidate To convert assets into cash generally in reference to business in financi difficulty and in need of ready cash To confiscate

List price Selling price as listed in catalogue

Loan Money lent on interest

Lockout Shutting out of employees during a labour dispute Now illegal

Long and Short To be long is to hold stock in expectation of a rise to be short is to sell stocks one does not own in a falling market in expectation of buying them at a still lower quotation and profiting from the difference

Lots In real estate specified arrangement of ground in the stock market number of shares traded in

Manifest Invoice of a ship s cargo for evidence at customs house

Manufacture Conversion of raw meterials into a finished product e g converting iron into steel plate

Margin Money deposited with a broker as security on stock quotations take an adverse turn

Markdown Lowering of prices usually to make sales for slow moving goods

Market In general the range for buying and selling In particular field e g the stock market the cotton market etc

Market Order Order to sell at the market price of the day on which the order is issued

Make Up Amount added In selling price in wholesale price to cover overhead and profit

Mass Market The general public considered as potential consumer

Mass Production Large scale, mechanized production designed to lower production costs to permit purchase by the majority of potential consumers.

Maximum Hours Limit of time, workers may be employed without overtime payment.

Mediation Resort to third party in disputes between employer and workers not as arbitration.

Merger Consolidation of two or more companies into one.

Mill A machine for grinding, pressing, stamping or almost every repetitive process; a building or group of buildings containing manufacturing machinery

Minimum Wage Lowest limit of wages that may be paid to workers.

Minor Person under legal age to assume certain responsibilities. The age varies—it is different for marriage, for business transaction, or for liability of criminal charges.

Model Change Over Reorganization of manufacturing process for the manufacture of a new model (sometimes called market of an article)

Monopoly Exclusive control of an industry or some form of trade

Mortgage Transfer of rights in property as security for a loan or other considerations Real estate—mortgages are on land and improvements upon it is one which has priority in any claim on the property over subsequent mortgages (Second and third mortgages, etc)

Mortgage Certificate *Certificates for small shares or large first mortgages or first mortgages bonds Issued by mortgage customers to investors*

Negotiable Salable or transferable as payment for debts, income after expenses, taxes etc , have been taken out.

Number Item of manufacture usually refers to item in a catalogue

Omnibus Clause Section in a contract covering general items not specifically covered elswhere in the document

One day Order Order for stock transaction on certain day, and cancelled if not executed on that day

Open Order Order for a transaction to be executed in any time and to hold good until notice of withdrawal is received Also called GTC (Good till cancelled) order

Option First choice or right to obtain goods desired for purchase

Order Customer s itemized description of goods desired for purchase

Overhead Fixed expenses such as rent, salaries maintenance costs etc

Overstock Goods in excess of current demand

Package Combined merchandise and/or services offered as a unit in a "package deal" e g radio or televion programme in which script actors announcement etc are all provided as a unit in a ' package programme .

Pamphlet Paper—covered booklet used as advertising or to convey information about a business

Panic Sudden widespread fright over financial situation causing artificial depression through sales of securities and other property

Paper Documents of any sort, negotiable notes bills etc

Par Normal or face value of securities

Parcel Package of goods piece of property to apportion merchandise in small lots, to provide some supply to all accounts,

Parity Rate of exchange at which different currencies aquire equal purchasin power

Partnership An association of two or more persons to carry on as co owners of a business for profit except in limited partnership in which liability of certain partners is restricted to the amount of capital contributed partners are individually liable for debts contracted by the business

Passbook A book borne by customer containing records of credit purchase also bank book

Passing a Dividend Failure to declare an expected dividend

Patent Right granted by the Government of the exclusive production of an invented article or for an improvement on an article

Patent Attorney One specializing in the preparation of patent applications and in the search to determine that the invention is new and does not infringe on previous patents

Patent Office Government bureau that registers patent applications and issues letters patent granting patent rights

Patron Customer

Patronage Business given by a customer

Pattern in Industry A model made for duplication as in metal casting dress manufacture etc

Pattern Maker One who makes patterns needed in industry

Pay To make an acceptable return usually in money for property delivered or services rendered remuneration such as wages or salaries

Payee Person to whom money has been or is to be paid

Payroll Paymaster s list of those entitled to wages or salary

Peg To hold market prices at a set value by manipulating purchases or sales

Pension Payment made through grant insurance or other arrangement to person retired from employment business or public office

Percent Investment such as bonds or other security described by their interest rate e g 3%

Personal Property or Personal Estate Property other than real estate

Personnel Employed staff

Petition Written application to a court instituting an action or requesting action upon a matter before it

Petition in Bankruptcy Written application by a debtor to his creditors that he be declared bankrupt

Petty Cash Cash fund used to make small payments

Photo Engraving Process of reproducing pictures through photography where printing surface is in relief in contrast to lithography or gravure

Photostat Photographic process for reproducing documents drawing etc a document or drawing so reproduced

Plea 12 point type usually used on typewriters and in other point where readability is desired

Piece Goods Fabrics sold by pieces or fixed lengths

Pilot Plant A business operated to determine rates to be charged in its industry

Pipeline Piping over long distance used in the transportation of oil or gas

Pivotal A stock whose quotations influence the course of the market

Planned Economy Economical organization, usually or a state in which production is arranged to prevent or reduce fluctuation and waste

Plant The building machinery etc taken together that are used in a unitof industrial production

Planation Large scale farming operations carried on by hired labour rubber plantation

Plastics (in industry) Synthetic materials mainly produced by molding process

Pledge Price of property given as security for loan

Policy Contract of insurance guiding principles of a concern usually determined or governed by a Board of Directors

Pool Merger of property or financial interests of a group usually with the expecta tion of manipulating the market in its favour

Position On produce exchanges undertaking to make delivery in a given e g October position

Possession Such control of property as to give exclusively legal enjoyment of it

Power of Attorney Legal authority to act for another not as a lawyer but to carry out transactions

Pratice Professional service e g legal practice customary procedure of a firm

Pre Feb A prefabricated article usually a house or small industry building to facilitate speedy erection

Preferred Stock Issue which receives preference over common stock in dividends or distri bution of assets

Premium (insurance) Money or other consideration paid by the insured according to terms of contract (In economics) Greater value of one currency over another additional payment for loan of money (On the stock market) Amount above par that securities are being quoted at sum paid for an option

Prepaid Paid in advance

Price Value at which goods are exchanged for service rendered

Pricing Setting a price on goods

Primary Markets Markets in farm produce such as foods or fibers

Principal A mutual party to transaction as distinguished from agent Money or other property on which interest is earned

Priority Precedence as in transportation goods production delivery of order etc

Privilege Option on the sale or purchase of securities on specified terms

Probate Proof established by legal procedures e g probe of a will

Process A method of manufacture or of rendering services

Production Creation of goods having value to purchasers e g agricultural production industrial production

Profit What remains after production and sales costs have been deducted

Profit and Loss Accounting after a given period at determined condition of a business

Promissory Note Note undertaking payment of a debt at a specified time or occasion

Promoter One who initiates organization of a company floating of securities or other business undertaking

Property Things owned real property is property in real estate refers to all other possessions of value

Proprietor Owner one with legal right of possession

Proxy To act for another one whose voting rights are entrusted to another the usual reference being to voting of stock holder

Public Utility Company servicing the general public such as railroad supplier or electricty etc

Put and Call To put is to deliver according to agreement a specified stock at a specified price to a buyer who receives a payment for this service The call is to receive on demand specified stock at a specified price from a seller who is paid for this service The privilege of calling may be sold to a third party

Qualified Fit to do the required work

Quantity Used relatively usually in references to goods in bulk e g 'These castir can be supplied in any reasonable quantity

Quantity Theory of Money Economic theory that changes in quantity of money in circulation affe price levels and currency values

Query To recheck a shipment a shipper or an account may refer to goods invoices personal etc e g Please query Hobson rubber tape shipment over due at warehouse

Quit Claim Document in legal form relinquishing some property right

Quotations Statments oral or written of market prices of stocks bonds or commodities

Quotations Board Board in brokerage office on which market quotations are displayed

Rebate Repayment of a percentage of sum received in payment for goods or services Rebate may be allowed for damage duty or savings in shipping costs etc

Receipt Signed paper in evidence that goods or money has been received

Receipts Earnings of a business for a given period

Receiver Person firm or bank appointed by courts to conduct a business dec bankrupt

Recession Decline in industrial activity not so drastic as a depression

Redemption Payment of outstanding loans e g redemption of a bond issue

Referee Appointed by court to hear evidence and renders decision in business

Refund Return of entire amount paid for goods or services usually because their unsatisfactory nature

Reimburse Repayment of money expanded by another An agent will be reimburse for costs incurred during his operation

Re organization Re establishment of insolvent business with the consent of creditors and under court supervision with the aim of avoiding receivership costs and forced sale losses

Requisition Order for supplies materials etc

Rescued Withdrawal of order or instructions

Restrictive Limiting A restrictive convenant is a clause in a document setting certain conditions as in real estate contracts restricting residence to cer races

Retail Trade Trade with consumers

Retirement Withdrawal from circulation e g retirement of a currency

Revenue Source of income usually referring to governmental income from taxatio

Royalty Share of profits paid by manufacturer to inventor (or owner of an invention) author etc or to his heirs

Sabotage Ob^t ucticn malicious waste of materials oi spoilage of products by *workers during labour trouble*

Salvage Goods rescued from shipwreck or other disaster

Sample A representative piece of an article offered for sale e g piece of cloth

Schedule Systematic listing of time for production or other performance in manu facturing transportation distribution etc

Search To verify status of a property e g mortgage title search patent search etc

Seat Membership in the Stock Exchange entitling one to share in its assets and the p ivilege of trading there

Security (Chiefly u^ed in the plural) Stock certificates bonds or other documentary evidence of indebtedness giving the possessor the right to claim property secured by the document listed security is one which by meeting certain requirements is listed for trading on the Stock Exchange

shortage Someth ng missing from inventory or from cash due to theft loss, or error

Silvor Standard Rating of currency in terms of specified value in silver

Sinkirg Fund Fund cor t nually added to and invested towards the payment of funds or other maturing debts

Sitdown Strike One where striking employees stay in or at their places of work to prevent operation of machinery by others

Slander Oral statement held to be demaging to a per^on or business about whom it is made

Slowdown Slowing down of work operations without actual walkout as a worker tactic in labour dispute

Smong Saturation of air with smoke or other industrial exhausts leading to fog conditions

Social Security System and fund set up under the Act to insure security in old age The fund is made up of compulsory contributions by employers and em ployees E S I C

Solicit To seek business accounts

Solvency Capacity to meet financial obligations

Specie Metal (haro) money as distinguished from paper currency

Specimen Samp'e of minerals cre^ plents or otl er things tl at are complete units of their kind

Specu ations Buying or selling with a chance of high profits and risk of considerable loss

Spot Delivery *In stock market immediate delivery of stock*

Staple An established product e g oil is a staple of Taxas

Statement List of unpaid items in a business account financial statement is a listing of estates and liabilities

Statute of Limitations Law setting time limit for legal action

Stipulation *Condition specified in agreement* or contract usually something under taken by buyer to bolster credit

Stock Share of ownership in an incorporated business supply of merchandise for sale common stock is ordinary stock as distinguished from preferred stock which takes precedence over it in distribution of assets of dividends Guaranteed stock is one whose dividends are guaranteed by another company

Stockpile Reserve supply of essential material

Strike Refusal by employees to work unless demands generally for pay increases vacations and other benefits are met

sublease To lease all or part of premises one has leased

Sublet To rent all or part of premises one has rented

Subsidiary A company control of whose stock is held by another company

Subsidy Agreed sum paid, over and above market charges to assure supply of service that would otherwise be unavailable because of lack of profit

Substandard Below standard quality

Supply Amount of goods for sale at a given price

Surplus Oversupply amount of goods on hand above current demand

Swindle To defraud dishonest business transaction

Swindler One who defrauds

Syndicate Group organized for special financing such as purchase and resale of certain securities or underwriting of a stock issue purchasing it at a discount

Tariff Schedule of duties imposed on importers and exporters

Tax To exact payment usually payment exacted by Government to provide revenue for its operations

Tax Sale Sale of property to recover unpaid taxes

Technological Referring to technical processes or changes in industry e g technological unemployment

Tenders Sealed bids or offer for securities

Terms Terms of payment prearranged conditions for payment of debt e g cash in 30 days £ 5 down and £ 1 a week etc

Testator One who makes a Will

Title All factors combined which accord right to exclusive possession of property

Trade Acceptance Bill of exchange governing purchase price drawn by seller upon buyer whose endorsement constitutes acceptance

Trade Agreement Agreement between employer and union fixing wages hours working conditions

Trade Edition or Trade Book Edition designed for general public as distinguished from educational and professional use

Trademark Coined name monogram logotype signature picture distinctively designed words or name symbol emblem or device which may be registered in the Government Patent Office for exclusive use by the applicant

Trade Name Name or other symbol under which a firm does business and protected by common law against attempt to deceive customers by use of a similar name by a competing firm

Trade Paper Endorsed notes (two or more names) given in payment for merchandise a periodical published in the interests of a certain branch of business

Transcript Letter—perfect copy of document which does not seek to reproduce exact appearance of original

Travellers Cheques Issued by banks by travel agencies for the convenience of travellers

Treasury Bills Short term Government offerings bearing no interest but sold at a discount to buyers

Trust Holding of property by a responsible person or bank (trustee) for the good of another person (beneficiary)

Turnover Number of times within a specified period such as a year in which a given commodity is also sold out

Upgrade To advance an employee a work process or a product in rank earnings price or quality

Venue Place where case is tried A Change of venue may be granted with the object of securing a fairer trial

Volume Amount of business done

Voucher A receipt or other proof of money paid voucher for the accuracy of the terms of a transaction

Wages Payment for labour

Waive To voluntarily forego a right

Warrant Order for the payment of money or delivery of goods documents in banking primarily written order for the payment of money

Wharfage Fee for use of piers

Wholesale Sale of goods to dealers for resale to retail merchants

Will Testament of a property holder directing the distribution of his property after his death

Withholding Income tax payment deducted at source as from wages dividends etc

Without Prejudice A contract term signifying that the agreement will not injure any prior or subsequent rights

THE GREEK ALPHABET

Α	α	alpha	=	a	Ν	ν	nū	=	n
Β	β	bēta	=	b	Ξ	ξ	xī	=	x (ks)
Γ	γ	gamma	=	g	Ο	ο	omīcron	=	o
Δ	δ	delta	=	d	Π	π	pī	=	p
Ε	ε	epsīlon	=	e	Ρ	ρ	rhō	=	r
Ζ	ζ	zēta	=	z	Σ	σ ς	sigma	=	s
Η	η	ēta	=	ē	Τ	τ	tau	=	t
Θ	θ ϑ	thēta	=	th	Υ	υ	upsīlon (often transcribed y)	=	u
Ι	ι	iōta	=	i	Φ	φ	phī	=	ph
Κ	κ	kappa	=	k	Χ	χ	chī (often transcribed h as in Latin)	=	kh
Λ	λ	lambda	=	l	Ψ	ψ	psī	=	ps
Μ	μ	mū	=	m	Ω	ω	ōmega	=	ō

THE RUSSIAN ALPHABET

А	а	=	ā	as in far	С	с	=	s	
Б	б	=	b		Т	т	=	t	
В	в	=	v		У	у	=	u—ōō as in fool	
Г	г	=	g	good	Ф	ф	=	f	
Д	д	=	d		Х	х	=	kh—hh	loch
Е	е	=	e—ye	yet	Ц	ц	=	ts	
	ё	=	yo	yonder	Ч	ч		ch	
Ж	ж		zh		Ш	ш	=	sh	
З	з		z		Щ	щ	=	shch	(pronounce rather as sh followed by consonantaly)
И	и		i—ee	feed					
	й		y (tenser than i in bit)			ы		i	as in bit
К	к		k			ь		(sign used after a consonant to indicate a sound like consonantaley)	
Л	л		l						
М	м	=	m						
Н	н		n						
О	о		o	as in born	Э	э	=	e	[illegible]
П	п	=	p		Ю	ю	=	u—you	universe
Р	р	=	r		Я	я		yā	yard

16 Punctuation

Punctuation plays a very important roli in the drafting of l·tters If its rules are not properly followed they lead to misleading in the meaning of the sentence Sometime it so happens that slightest non observance of the rules may change the sense all together It is therefore imperative that the rules of Punctuation must be followed by every writer The rules are as under

Name of Stop	Nature of Stop	When Used	Example of Their Uses
The Comma ( )	The shortest stop in the English language and is used to denote a brief pause in the sense of a passage	1 After brief distinct statement combined in one sentence 2 When a number of nouns adjectives verbs or adverbs are used together without conjunctions 3 Before and after nouns in opposition 4 Before and after adjective clauses introduced by who or which 5 Before and after words and pharases introduced parenthetically such as therefore in my opinion neverthe less etc	1 Customs duties are also levied on drinkable such as tea cocoa coffee chicory, wine beer spirits and things made of containing spirit 2 English French Dutch Spanish and Russians frequented this important produce as done 3 Billy the kid shaved his father 4 The Chairman who was writing his opportunity now rose to take the vote. 5 The society s prize therefore will be awarded to the next candidate
The Semi Colon ( )	This indicates a longer pause than one indicated by a comma	1 To form a break in a long sentence containing many commas 2 To make off separate statement that having some natural connection with each other are included in a larger statement	1 The articles on which Customs duties are levied may be arranged in three classes first sugar and things made of sugar such a confactionary, dried fruit jams condensed milk second drinkables such as tea cocoa coffee chicor wine beer spirits and third tobacco cigars and playing cards

			2 If I have stated my claim correctly if I have proved myself clearly if I have proved my right to the remuneration I request how can you with hold the payment
The Colon ( )	This is a stronger stop than the semi colon and denotes a longer pause It is not much used now for the semi colon has generally taken its place	It is used without or with a dash before an enumeration and specially after the expression as follow thus the following when they introduce a series of particulars	The printing on the pad letter heads was as follows Telegraphic Address Delhi Rangam Bombay Sangam Calcutta Anandam
The Full Stop ( )	This is the longest pause in the language and is used to mark off a complete sentence	1 At the end of every sentence 2 At the end of every abbreviation	1 We shall endeavour to send you the cheque tomorrow 2 Inst Instant Esq Esquire

2 *Minor* Punctuation *Marks and Their Uses*

The Dash (—)	This marks a pause slightly longer than a comma Great liberty is allowed in its use	1 To denote little breaks in the sense of a passage 2 To give emphasis	1 A few days afterwards at the beginning of August—the banks were obliged to restrict their payments of gold 2 The retailer came in eagerly expecting to find the customers and found—an empty shop
The Note of Exclamation (!)	This stop is usually associated with the expression of deep emot on	1 After an exclamation 2 After words or sentences that are really exclamations	1 Oh he exclaimed the sea ! 2 What a day it has been to be sure!
The Note of Interrogation (?)	The stop that asks a question	At the end of every sentence which asks a question	What is the lowest quotation you can give us for the goods?
Parentheses ( )	Denoted by brackets They are not employed so much as the formerly were dashes take their plaec	For the insert 'on/of some phrase or clause given in explanation which does not form a real part of the sentence	This commercial traveller (who had been an object of interest to us from the first) now began to tell his wonderful story

Nature of Stop	Name of Stop	When Used	Example of Their Uses
Inverted Commas (' ')	These indicate the beginning and end of a quotation	1 To enclose words phrases or sentences directly quoted but not if they are merely reported 2 To quote the names of books etc	1 With a loud voice the sailer had exclaimed Death before dishonour 2 The advertisement was inserted in the Film Fare
The Apostrophe (')	Words containing the apostrophe should be very sparingly used in commercial correspondence and their employment in telegrams is attended with much risk	1 To mark the ommission of a letter 2 To denote the progressive case of nouns	1 I ve don t 2 Britain s King the Soldiers rations

3 *The use of Capital Letters*

Capitals are used in the following cases

1 The first word of every sentence draft quotations or line of poetry
2 The last word of an independent sentence after an interrogation or an exclamation
3 In proper names and any words used as proper names
4 In the titles of persons books etc
5 The names of the days the weeks and the months
6 The pronouns I and the interjection O

SUPPLEMENTARY LIST

Business Terminolgy and Commercial Terms in Alphabetical Order

ABC Code This is a telegraphic code mainly used for foreign telegrams Each word indicates a complete sentence which can be only deciphered by a person who is in possession of a code book

Above Par When the price of the *stock is higher than the nominal price of the stock* it is termed as above par or at a premium

Accept a Bill When the name of a person who has to make the payment is written accross the bill it is said to Accept a Bill

Acceptance Supra Protest When a Bill of Exchange under protest is accepted by third party to save the honour of the drawer is termed Acceptance Supra Protest

Acceptor When the drawee of a Bill of Exchange writes his name in the face of the bill binding himself to pay when it is due is called the acceptor

Account In commerce a statement showing the amount due by one person to another on account of goods purchased either by cash or credit In all *such cases accounts are compiled*

Account Books This term is used in or those books which a trader maintains for record ing cash received or cash paid Purchase/Sales made on cash or credit basis

Account current A statement is drawn out in Dr and Cr containing transactions for a particular period between two parties These statements are generally made on the expiry of an adventure or at intervals mutually agreed upon

Account Days The days which are allowed for settlement of bargains entered into by the parties

Accountancy The process of analysing classifying or recording transactions in terms of *time quantity or money is termed as Accountancy*

Act of Bankruptcy It means when a person by any act becomes insolvent and is unable to make any payment to creditors and files a declaration in that count of his inability to make the payments of his debts

Acceptance An accepted bill the act of accepting

Agent Any person who acts on the authority of another person

Allotment A share or number of shares in a public company granted to persons who *have formally applied for them by signing* the application form and paying the company s banker a proportion of each share they desire to hold

Allotment Note A note signed by seaman and drawn on the owners of the ship authorizing the master *to pay part or all of his wages* while he is at see to his wife and family or to a bank

Allottee The person to whom shares in some public company or concern are allotted by a formal allotment

Appraisers Are persons licensed to value property

Articles of partnership The clauses of a partnership agreement

Amalgamation Tho joining together of two or more concerns

At call A term referring to money deposited with bankers and others the repayment of which may be demanded without notice

At par Stocks or shares are said to be at par when their market value and their nominal value are the same

Bank rate This term means the rate percent charges by the bank of England for discounting approved bills of exchange The rate is regulated by the directors at their weekly meeting according to the demand for advances the quantity of money in the market and the amount of reserve in the bank

Bank Stock This term refers to what used to be the proprietor s capitals or shares of the Bank of England

Bill of lading Certificate drawn up and signed by transportation company enumerating articles being shipped acts as contact and receipt for shipment

Bank cheque A cheque complete except for the amount which is to be payable

Bonus Extra goods shipped without charge on an order sum given to emplye in adition to contract wages or salary

Bullion Bars of gold and silver intended for coinage

Bond creditor A creditor whose debts are secured by a bond which the debtor has previously given him

Board Meeting A meeting of a Board of Directors or other managing body

Broker Agent one who buys or sells for another on commission

Book Accounts These are accounts of debit or credit entries in a bank

Bona fide In good faith An expression used to imply that anything is done without fraud or deceit The opposite to this is mala fide

Broker (Stock) The middleman between the jobber and the Public

Call money Money that must be returned when demanded

Cancel To annul an order for goods or services

Cartage Note Astatement of the amount due for the cartage of goods

Consignee One to whom goods are shipped

Contract Witnessed agreement usually in writing the terms of which are legally enforceable

Comupte a Bill Calculating the data upon which a oill will become due

Coutraband Prohibited or dutiable goods smuggled into the country

Clearing bank Are those banks which are members of the banker s clearing House

Conversion Axal legal term applying to wrongful interference with another person s property

Drawee Bank on which cheque or draft is drawn

Director Person entrusted with determining policies and decision of a firm

Dividend Money paid to shareholders or depositors as share of profit

Dry goods Commodities made from fabrics

Dead Account In banking a term for money stock or other securities standing to the credit of a person deceased

Discount House These are houses whose chief business consists in discounting bills of exchange

Double Entry Is that mode of book keeping in which *two entries are made of every* transaction in order that the one entry may check the other

Direct Taxes Those fixed taxes which are imposed upon and payable directly by individuals

Drawings Account In accountancy the account used to record all sums drawn by the proprietor of or partner in a business for personal use

Duties Taxes on merchandise and manufactures payable either through customs of *excise and all orders imposed or levied by the Govt as a means of* revenue for the country

Debit To debit is to charge a person or his account with the cost of anything or make some charge upon him for out of pocket or other expenses

Debit note When a firm returns goods owing to some imperfection or corrects an overcharge it is usual to send a Debit Note giving particulars of the overcharge

Days sight *Days after the sight of a bill i e after it has been presented for* acceptance

Equity In real estate difference between value of property and owner s debt on it In margin buying difference between market value of a stock and customer s indebtedness for its purchase

Estate Property in lands or tenements sometimes inaccurately used for property other than lands or tenements total property left by a deceased person

Estimate Statement of account of goods to be produced or stored or of sum for which certain work will be done

Endorsee The party to whom a bill deliveryorder warrant etc is transferred by endor sements This enabling him to deal with the documents in the same manner as if it were actually made out to his order when first issued

Endorsement Anything written upon the back of documents or in its general senses writing one s name upon the back of bills of exchange warrants etc so that they may be paid away to or collected by other parties

Endorser *A person who endorses a bill of lading* bill of exabange *promissory note* cheque warrant delivery order etc

Ednowment In insurance a fixed sum of money payable at the end of a certain number of years in the event of a person surviving the given time

Entered Entered in and entered out are shipping terms To enter in is to report to customs the arrival of a ship in port so as to gain permission to commence unloading Entry out is the report to customs preparatory to taking cargo on board

Equity share Capital Is defined by the Companies Act as a company s issued share capital excluding any part which carries any right to participate beyond a specific amount in a distribution

Equity shares The shares entitled to the balance of profits after claims of share holders with proprietory rights have been usually the ordinary shares but some times deferred funds (or management shares) constitute the equity holding

Estate Duty *A duty imposed upon the principal value of all property* real or personal settled or not settled which passes on the death of any person

Ex Gratia Payment A payment made as of grace when there is no legal liability to do so

Ex officio By virtue of office

Executive A term much used now a days for the responsible officials on the adminis tration side of a business

Exporters Are those who send goods to foreign markets

Exports A collective terms for all goods and articles of commerce sent from one country to another

Fiduciary Loan A loan granted without security upon the confidence of the honour of the borrower

Fire Policy The contract of fire insurance

Firm offer A definite offer to purchase specified property at a given price

Fluctuation A rise or fall in the price of anything

Foreign exchange The exchange of one currency for another also a term for foreign currency

Forward exchange The purchase of foreign currency for delivery at a future date

Forwarding Agent Person who undertakes the collection to forward and delivery of goods

Free port A port where no export or import duties are levied

Free Trade By free trade we mean unrestricted trade with other countries trade not burdened with excessive prohibitions or high and restrictive duties

Factory Building where manufacturing of goods is carried on

Fall To become insolvent

Feeder Branch line in railroad bus or air transport that connects with trunk line

Fee simple Unrestricted title to property

Finance Management of money matters

Felony Crime whose pending is death or prison sentence

Financial Rating Financial information carried in directory such as Monday s Manual

Fiscal Relating to finance e g a fiscal year period in which annual taxes are collected

First Hand A term applied to all goods obtained direct from the maker importer or wholesale dealer

Financier A person who raises or supplies capital for a commercial undertaking Also one who manages the finance of a concern

Floating Debt A debt which a borrower or merchant may be called upon to pay at short notice The term is also used to distinguish short loans borrowed for long periods

Gay Market Trading by undercover methods in between black markets

Granishee To take over property or money to satisfy a debt or a claim A claimant may be a granishee a defendant s wages

Gross Profit The excess of selling price over cost price

Gross Receipts The total receipts before any deduction is made for expenses

Gross Tonnage A vessel s internal space measured in units of 100 cu ft

Guarantor This is the person who gives a guarantee

Gold standard Rating of currency in terms of supposed value in gold

Huckster One who prepares radio or television advertising usually with methods of exaggerated showmanship

Hold The hollow interior of a ship in which the cargo is stored

Holding Deed The deed which conveys the ownership of freehold land to the present owner

Hypothecate To place or assign a property as security under an agreement to pledge or mortagage

Hard Currency A term used to denote those currencies which are in short supply and are thus hard to obtain

Handsel *Earnest money i e money paid to bind a bargain*

Harbour Dues Sums paid by ship for entering in certain harbour and for the use of lading stages etc

Income Group Classification of people according to earnings

Identification Driver s license social security card or other documents required as identification in check payments at store hotels, or other public places

Implement To find means to carry out an agreement

Impulse Item Something marketed to appeal to spontaneous decision of customer usually novelties and luxuries as opposed to staples or necessities

Incorporate To secure a charter of incorporation from a state, and to organize operations under its provision

Indenture Sealed agreement of which each party concerned holds a signed copy

Indictment Formal grand jury charge against a person accused of a major crime

Inflation Rise in prices where income *advance falls to keep up pace with prices*

Injunction Court order restraining certain action

Insert Something added in a document or enclosure in a mailing

Insolvency Inability to meet current financial obligations

Installment *Periodic payment, or a time payment purchase The british equivalant is* hire purchase

Instrument Person or document useful in accomplishing a stated purpose

Interstate Commerce Commerce within a state

Intrastate Commerce Commerce across state bounderies

Investment Money or other property risked with expectation of profit

Invoice A bill itemizing goods shipped and their prices

Inland counter Table displaying or carrying goods for sale in such a position in a store that customers may walk around it

Judgment Court decision in a civil trial for damages the sum awarded to the plaintiff

Jetsam Goods into the sea from a ship in order to lighten the ship and keep her aflot

Jetty A timber pier to land goods or passenger on

Judgment Creditor A person who has brought an *action for debt or damage against* another in a court of law and has obtained judgment for the whole or part of the amount claimed

Joint Account Two or more firms in the same line of business sometimes trade upon joint account with some particular article in which they deal The meaning *of this is that the profits or losses which each of them makes upon the* tranactions in that particular article are equally divided among the rest

Kick back Unauthorised payment out of wages prices or fees as extortion or bribery

Kraft Strong brown paper used in packing for shipping

Knot A unit for measuring speed at sea a nautical mile of 6 080 feet or one sixtieth of a degree per hour

Life Anuity An anuity paid to a person during life, but which ceases on the death of the annuitant

Lunar Month A period from one new moon until the next i e four weeks

Lien Legal right of property in payment of debt usually has priority over other claims e g tax lien mechanics lien etc

Limit order Order to buy or sell stock at or above or below a specified price

Line Type of merchandise offered for sale e g line of pearl buttons

Liquid Convertible into cases e g liquid assets

List price Selling price as listed in catalogue

Minute Book Is the book containing the minute or brief report of the business transacted at a meeting

Minutes The reports of the proceedings of a meeting taken with a view to keeping a record of the business done at the meeting

Monopoly An exclusive right secured by one or more persons to carry on some branch of trade or manufacture in contradistinction to a freedom of trade or manufacture enjoyed by all the loorled

Mail A general term for all letters and correspondence received or sent

Malice A forethought Intentional or planned injury

Market Order Order to sell at the market price of the day on which the order is issued

Marshall Plan Plan to extend economic aid abroad initiated by George (Marshall as United States for Security of State in 1947)

Maximum Hours Limit of time workers may be employed without overtime payment.

Melon Extra dividend on stock distributing surplus earnings or profits

Merger Consolidation of two or more companies into one

Metes and Bonds Dimension and boundaries of a parcel or real estate

Minimum Wages Lowest limit of wages that may be paid to workers

Morris Plan Company Makes small personal loans for repayment in installments

Minor Person under legal age to assume certain responsibilities The age varies it is different for marriage, or for business transaction or liability t criminal charges

Not Negotiable When a cheque is marked Not Negotiable it means that the receiver shall not have and shall not be capable of giving a better title to the cheque than the persons from whom he received it

Number Item of manufacture usually reports to item in a catalogue

Net Sum after deductions have been made e g net income after expenses taxes etc have been taken out

Notary Public A person authorised by State law to witness and certify to the authenticity of signatures affixed to documents or statements in his presence

Negotiable Salable or transferable as payment for debts

Non feasance *See* Malfeasance

National Advertising Adversiting in periodicals or over radio and television nationwide in scope

Negotiable Documents Are such as being to one who takes them in good faith and for value give him rights unaffected by possible defects in the rights of his transferor

Overhead The cost of indirect mate ial, indirect labour and indirect expenses Overheads may be sub divided into (a) Production overhead (b) Selling overhead (c) Distribution overhead and (d) Administration overhead

Omnibus clause Section in a contract covering several items not specifically covered elsewhere in the document

One Day Order Order for stock transaction on a certain day and cancelled if not executed on that day

Open Order Order for a stock transaction to be executed at any time and to hold good *until notice of withdrawal is received Also called GTC (Goods till* cancelled) order

Option First choice or right to obtain goods or services without competition for a specified period, *e g* ten days option

Overstock Good in excess of current demand

Over The Counter Trading Trading by private dealers in securities not listed on the stock exchange

O K With Signature constitutes endorsement or approval of something presented in writing According to popular belief from Old Kinderhook brithplace of Martin van Buran and used by his supporters in his campaign for the presidency

Policy A document containing a contract of insurance

Policy holder One who has in his possession or under his control a policy of insurance

Post Date Means to date anything after the real time

Pro Rata In proportion

Prohibited Goods *These are commodities which by law are forbidden to be exported or* imported into the country

Party Rate of exchange at which different parties acquire equal purchasing power

Pass Book A book borne by customer containing records of credit/purchases also bank book

Passing a Dividend Failure to declare an expected dividend

Patron Customer

Patronage Business given by a customer

Pattern Maker One who makes pattern needed in industry

Pay To make an acceptable return usually in money for property divided o service rendered , remuneration such as wages or salaries

Paymaster One under whose management wages/salary payments are made

Pay roll Paymaster s list of those entitled to wages or salary payments

Peculation Embezzlement

Pay To hold market prices at a set value by manipulating purchases or sales

Piece Goods Fabrics sold by pieces of fixed lengths

Piracy Enfringement on copy righted or patent property rights

Pivotal A stock whose *quotations influence the course of the market*

Pledge Piece of property given as security for loan

Point Unit uses in quoting prices on stock in the United States One point usually *stands for a share*

Position On produce exchanges undertaking to make delivery in a given month *e g* October position

Possession Such control of property as to give exclusive legal enjoyment of it
Posthumous Taking effect after death
Practice Professional service e g legal practice customary procedure of a firm
Pre paid Paid in advance
Price Value at which goods are being quoted at sum paid for an option
Pricing Setting a price on goods
Paid up capital The total amount of capital paid on shares which are not fully paid up thoroughfully subscribed for
Parent Company A holding company which also engages in trading activities on its own account
Perishable goods This means such articles as fruit fish butter pulses poultry meat, etc which if not delivered quickly would go bad or perish
Petitioning creditor A bankruptcy term for the creditor who has filed a petition requesting the court to make him a debtor a bankrupt
Petty Cash Book A book wherein are recorded all small payments so that they may be posted in a lumpsum instead of separately
Pool A combination of persons who put their money together to operate on a large extent for their own benefit
Proceeds The actual sum produced by any sale after deducting all charges and out of pocket expenses upon it
Primary Market Market in firm produce such as foods or fibres
Process A method of manufacture or of rendering service
Profit What remains after production and sales costs have been deducted
Profit and loss Accounting after a given period to determine condition of a business
Promissory Note Note undertaking payment of a debt at a specified time or occasion
Quotations Statements oral or written of market prices of stocks bonds or commodities
Quantity Theory of Money Economic theory that changes in quantity of money in circulation affect price levels and currency values
Rebate Repayment of a precentage of sum received in payment for goods or a service Rebate may be allowed for damage delay or saving in shipping costs etc
Rolling Stock Comprises the engines wagons trucks and car or railways and tram ways
Receipt Signed paper in evidence that goods or money has been received
Receipts Earnings of a business for a given period
Retail The sale of goods in small quantities or in single article
Retailers Those who sell goods in small quantities only
Rummaged A ship is said to be rummaged after she has been properly searched by the Custom House officials
Rummaging The searching of a ship by the Custom House Officers to see that neither dutiable nor prohibited goods are concealed on board
Rescued Withdrawal of order or instructions
Requistion Order for supplies materials etc
Receiver Person or bank appointed by court to conduct a business declared bankrupt.

Redemption	Payment of outstanding loan e g reduction of a bond issue
Refund	Return of entire amount paid for goods or services usually because of their understanding nature
Reimburse	Repay money spended by another As an agent will be reimbursed for costs incurred during his operation
Re organization	Re establishment of insolvent business with the consent of creditors and under court supervision with the aim of avoiding receivership cost and *forced sale losses*
Revenue	*Source of income usually referring to governmental income from taxation*
Restrictive	Limiting A *restrictive* convant is a clause in a document setting certain conditions as in real estate contracts *restricting* residence to certain races
Registered Office	*Under the Companies Act every company incorporated under that Act* may have a registered office and notification must be given to the Registrar of Companies
Shipment	Any goods or marchandise sent by a vessel from one part of a country to another
Short Bills	Bills of exchange payable on demand sight bills or bills having less than ten days to run
Short loans	Advances made for short periods or rate of interest
Sight bills	Bills of exchange payable at sight or soon as they are presented
Solicit	To seek business accounts
Social Security	System and fund set up under the Act to ensure security in old age The fund is made up of compulsory contributions by employees and employers (E S I C)
Solvency	*Capacity to meet financial obligations*
Special	Metal (hard) money as distinguished from paper currency
Specimen	Sample of minerals orders plants or other things that are complete units of their kind
Speculation	*Buying or selling with chance of high profits and risk of considerable loss*
Sublet	To rent all or any premises one has rented
Subsidiary	A company control of whose stock *is held by another company*
Substandard	Below standard quality
Supply	*Amount or goods for sale at a given price*
Swindle	To defraud dishonest business transaction
Swindler	One who defraud
Strike	Refusal by employees to work unless demands generally for pay increaes, vactions and other benfits are met
Teller	A banking term for the cashiers who receive and pay out money over the counter of a bank
Tenant	One who helds property house or land under another by payment of rent
Trade Discount	A special allowance made by sellers to people in the trade who buy goods for the purpose of re sale
Tariff	Schedule of duties imposed on importers and exporters
Tax	To exact payment usually payment exacted by government to provide revenue for its operations
Tax Sale	*Sale of property to recover unpaid taxes,*

Technological Referring to technical processes or changes in industry e g technological unemployment

Tenders Sealed bids or offers for securities

Terms Terms of payment rearranged conditions of payment of debt, e g cash in 30 days £ 5 down and £ l a week etc

Testator One who makes a will

Title All factors combined which accord right to exclusive possession of property

Trade Agreement Agreement between employer and union fixing wages hours working conditions

Trade Edition or Trade Book Edition designed for general public as distinguished from educatinal and professional use

Trademark Coined name, monogram logotype signature picture distinctively disigned words or name symbol emblem or device which may be registered in the Government Patent Office for exclusive use by the applicant

Travellers Cheques Issued by banks to travel agencies for the convenience of travellers

Venture This consists of goods sent by sea at the senders risk to be sold at their place of destination

Vendor A person on whose behelf a sale is made or the person who himself is the seller

Value received A term used upon bills of exchange when the drawere has received either money or goods from the drawer of the bill

SECTION 5

APPLICATIONS

(Miscellanious Applications & Applications for jobs)

MISCELLANEOUS APPLICATIONS AND APPLICATION FOR JOBS

To write an application is an art It should be well-worded and should always be written in courteous and impersonal language The way of writing should be solicitous and impressive, so that the person to whom it is addressed may be convinced of your genuineness

Similarly, the application for jobs to take up an employment is the most important, as the career of the applicant depends upon it to a great extent Such applications give an impression of applicants' skill, ability, capability, training and promptness of service In view of this, it is imperative that such applications should be convincing to such an extent that the applicant is the most suitable person for the post applied for The applicant should try his level best to create the interest of his prospecpective employer Besides this, copies of character certificates letters of recommendation and testimonials should invariably be enclosed with the application for reference and perusal of the employer Specimen of various types of applications have given to facilitate easy and prompt attempt

Practical knowledge of

21-National & International Languages

1 English
2 Maharathi
3 Gujarathi
4 Bangla
5 Sanskrit
6 Punjabi
7 Oriya
8 Tamil
9 Telugu
10 Malayalam
11 Kannad
12 Urdu
13 Sindhi
14 Assamese
15 Kashmiri
16 Mahajani
17 Nepali
18 Amritsari
19 Hindi
20 Arabic
21 Persian

This book is very useful for Industrialists, Salesman Businessman Agents Journalists and Tourists The study of this book enables a person to express his views and ideas in the language of the state in which he is residing or touring It enables the businessman to correspond with the people of other countries Generally it happens that a man feels himself like a fish out of water when he does not understand the language of a State where he is temporarily peuting up This book in hand solves this problem He feels homely among the people of the state/country where he is on tour This book removes shyness and inferiority complexion among the people as they are fully acquainted with the national or international language This book has been written with great pains and every possible effort has been made to make it easy understandable to every industrialist This book has been written methodically and systematically that even a lay man can under stand it and also can acquire knowledge of language of the various states and countries It can be said authoritatively that this book is undouletedly useful to one and all to whatever category he may come under It ensures self confidence and reliance in every person to speak fluently all the languages contained therein It guarantees smooth running of a business for all whether living in India or abroad Keeping in view its useful ness every body is advised to keep a copy of this book

Suggestion from every corner are wel comed and will be incorporated in the next edition

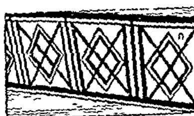
Price Rs 51-00 — *Pages 496* — *Postage Rs 10 00*

JUST OUT

LATEST PUBLICATIONS

1 ULTRA MODERN GATES WINDOWS GRILLS AND SHOW PIECES GROUP



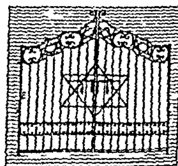


By—S P Singh Artist — *Price Rs* 96/ *Postage Rs.15*

(Containing 72 latest designs in halftone)

This album is very useful for Architects Decorators Building Contractors Civil Engineers Manufacturs of iron gates & grills etc and all other persons concerned with the Construction and Decoration of a building They can get huge orders by showing this album the customers This attractive album contains 72 ultra modern designs of Gates Railings Windows and Shutters used in developed countries like Japan Russia America Germany England Switzerland Poland and Singapore etc with their original photographs All types of designs of gates windows shutters and railings for palatial buildins offices bunglows gardens galleries and factories are available in this album Rush your order immediately as limited number of albums are available in stock

2 THE EXCELLENT GATES GATES AND RAILINGS COLLECTION



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This is our second pride presentation which has no equivalent in the entire Indian market This album contains 88 excellent designs of gates grills and railings of modern and ancient historical buildings of Scotland Fark Germany Italy Japan China America England Singapore etc Designs of Steel Sheet gates is a speciality of this album. You will find most attractive and simple designs of gates and grills for Hotels and Coffee Houses factories and workshops Kothies and Bunglows and multi storeyed buildings Some old styled Mughal period designes with modern touch is a second speciality of the album SEND YOUR ORDER AT ONCE TO AVOID DISAPPOINTMENT

DEHATI PUSTAK BHANDAR Chowri Bazar Delhi 110 006

Applications

1 An application for transfer to the Director of Education of a teacher from one school to another

To

The Director of Education
Old Secretriate Alipur Road
Delhi

Sir

I am to submit the following facts for your favourable and sympathetic consideration

I am a Post-Graduate teacher in Govt Higher Secondary School Shahdara Delhi I want to be transferred from this school to any other school in Subzi Mandi Area I have been working in this school for the last five years My permanent residence is in Kamla Nagar Delhi and I have to cover a long distance in going and coming Much of my energy is wasted and indirectly hampers in the performance of my official duties Due to my family circumstances it is also not possible for me to shift my family at Shahdara

In view of the position explained above it is requested to transfer me to some place near my residence

Thanking you

Yours faithfully,
RAM LAL

Date

2 *An application for the grant of casual leave on account of illness to the Manager Punjab National Bank Subzi Mandi Delhi*

To

The Manager
Punjab National Bank
Subzi Mandi
Delhi

Sir

With due respect, I beg to submit that I have been laid down with fever since last night and I am not in a position to attend the office The doctor has advised me to take complete rest for 2 or 3 days

I, therefore request you to grant me casual leave for 2 days

Thanking you in anticipation

Yours faithful
SHYAM

Date

3 An application for grant of casual leave on account of some urgent work

To

The Administrative Officer,
Delhi Cloth Mills Ltd.,
Delhi

Sir ,

Respectfully I beg to state that my mother is coming from Allahabad today by Janta Express reaching at 9-00 A M at Delhi Railway Station She is very old and it is very difficult for her to reach home from Railway Station by herself There is no other male member in my family So I will have to go to the station to receive her

It is, therefore requested that I may kindly be granted casual leave for one day for (mention date)

Thanking you in advance

Yours faithfully
MOHAN LAL

Date

4 An application to the Principal for the grant of three days leave to attend the marriage party of my elder brother

To

The Principal,
Govt Boys' Higher Secondary School
Kashmere Gate,
Delhi

Sir,

I am to state that I am a student of Class Xth-A of your school The marriage of my brother comes of on (give date) The marriage party will go to Kanpur

I therefore, request you to grant me three days leave and oblige

Thanking you in advance

Yours obediently
KRISHAN LAL

Date

5 An application to the Headmistress for the grant of leave on account of elder sister s marriage

To

The Headmistress,
Birla Middle School
Karnal

Madam,

Respectfully I beg to state that the marriage of elder sister will take place on *There is nobody to assist my mother in her domestic work* She is an old lady and entirely depends on me for out door duties I therefore request you to grant me leave for one week from to both days inclusive

Thanking you in anticipation

Yours obediently,
KUMARI SUNITA

Date

6 Application for fee concession to the Principal of a Govt Higher Secondary School Paharganj New Delhi

To

The Principal
Govt Boys Higher Secondary School,
Paharganj
New Delhi

Sir,

Respectfully I beg to say that my father is a poor man His monthly income is Rs 400 only He has a large family consisting of six members During these days it is very difficult for him to make both ends meet So, he is not in a position to pay my school fee

Besides, I am a brilliant student in my class and always stand first I am in the good books of my teachers Last year I was also a free student I therefore, request you to grant me full fee-concession so that I may continue my studies

Thanking you in anticipation

Yours obediently,
ANIL KUMAR

Date

7 Application for remission of fine to the Headmistress of M C Middle School Kamla Nagar Delhi

To

The Headmistress
M C Middle School,
Kamla Nagar
Delhi-7

Madam

With due respect I beg to say that I could not attend the school yesterday due to sudden illness of my mother Since there lives no body in my neighbourhood I could not send the application for leave The class-teacher Shrimati fined me Rs 5 00 I am to state that my mother is a widow and we hardly make our both ends meet It is very difficul for her to pay the fine Moreover I had been always regular and punctual in attendance It is my first chance during the period of my stay in the school I assure you not to repeat such a lapse on my part in future

I therefore request you to omit the fine

I shall be highly obliged to you for this act of kindness

Thanking you

Date

Yours obediently,
ASHA

8 An application for school leaving certificate

To

The Principal
Govt Boys Higher Secondary School,
Sant Nagar,
Delhi

Sir

With due respect I beg to state that I am a student of Xth class of your school My father has been transferred to Ambala Cantt w e f The whole family is going to that place Now it is very difficult for me to continue my studies in your school

I therefore request you to issue my school leaving certificate to enable me to get myself admitted in some recognised school at Ambala Cantt

I shall be highly obliged to you for this act of kindness

Thanking you in anticipation

Yours faithfully,
GOPI

9 An application for a testimonial or a Character Certificate

To

The Principal,
Govt Girls' Higher Secondary School
Arya Pura Subzi Mandi
Delhi-7

Madam,

With due respect I beg to state that I passed my Higher Secondary Examination from your school in 1980 in 1st Division I also got distinction in Maths and History I was the Captain of Hockey Miss Soni was my class-teacher Now I am in need of a testimonial as the same is required for the purpose of my service which is to be shown at the time of interview

I, therefore, request you to issue a testimonial thereby wishing me a prosperous and successful life

Thanking you in advance

Yours faithfully
NEENA

10 An application to the Principal of a School for apologising for misbehaviour in the school

To

The Principal,
Mahavir Jain Higher Secondary School,
Qutab Road,
Delhi

Sir,

Respectfully, I beg to state that I am a student of IX class of your school My name has been struck off the roll for my misbehaviour in the school

In this connection I am to submit that the fact is that the mischief was done by one of my class fellows but since I was with him, I have been implicated for nothing I am not a boy of this type I belong to a very respectable family I am in the good books of my teachers My behaviour has always been very good

I, therefore, request you to pardon me this time I assure you that in future I will not keep the company of such bad boys I will keep myself aloof I will follow the principle that it is better alone than in a bad company'
Please do excuse me this time

Thanking you

Yours faithtully,
RAMAN

Date

11 An application to the Principal seeking his permission to play a friendly match with the team of some other school

To

The Principal
Vaish Higher Secondary School,
Sonipat (Haryana).

Sir

With due respect, I being the Captain of the cricket team, beg to submit that we want to play a cricket match with the team of Jat Higher Secondary School Sonipat The captain of that team has also accepted our proposal informally to play the match on our ground Since both the teams are equally expert, the match will be well-contested and an interesting one

I, therefore humbly request you to accord permission to play the match on our ground and also fix the date accordingly

Thanking you in anticipation

Yours faithfully,
KAMAL

Date

12 An application to the Principal for half fee concession due to the reason that one of your *elder is also studying in some* Government School and paying full fee

To

The Principal

Sir

With due respect I beg to state that my elder brother is a student of 9th class in Government *Higher Secondary School* *Delhi and has been* paying full fee there

I am also a student of 9th class of your school and request you to grant me half fee-concession on that account (i e Brother's fee-concession) as admissible under the Rules and Regulations of Central Board of Secondary Education New Delhi The proof of my brother s studying in Govt School will be produced if so desired

Thanking you in anticipation

Yours faithfully
GOVARDHAN

Date

13 An application to the Principal for exemption from games due to father s illness

To

The Principal,

School

Sir

Respectfully I beg to state that my father has been ill for the last one month and I have to look after him There is no other male member in our family except myself I have to go to the hospital daily in the evening to bring medicines for him In view of the position explained above it is not possible for me to attend the games/gymnastics in the evening I therefore, request you to exempt me to take part in it and also issue necessary instructions to the P T I accordingly

Thanking you

Yours faithfully
KAMAL

Date

14 An application to the Headmistress to exempt her from school uniform

To

Ramjas High School for Girls
Daryaganj
New Delhi

Madam,

Respectfully I beg to state that I am a student of class 8th-C of your school My father is a poor man with meagre source of income which is hardly enough to make both ends meet during these hard days It is very difficult for him to provide a school uniform for me

I therefore request you to permit me to attend the school without dress Necessary instructions may also be issued to the class teacher not to object my attendance without uniform I shall feel highly obliged

Thanking you

Yours faithfully,
LEELA

Date

15 An application to the Principal for Vocational Training

To

The Principal
Govt Boys Higher Secondary School
Shahdara
Delhi

Sir

With due respect I beg to state that I am a student of 10th class of your school and always stand first in my class I am in the good books of my teachers I request you that my name may please be considered for Vocational Training as it would be beneficial in my future life I will be able to earn my livelihood after my academic career is over I may be given training either in Photography or T V Servicing I shall be highly obliged to you for this act of kindness

Date

Yours faithfully,
RAMESH

16 An application to Principal of a schcol for making necessary arrangements for tutorial classes of your son/daughter

To

The Principal
D A V High School
Paharganj
New Delhi

Sir/Madam

Respectfully I beg to state that my son/daughter is a student of IX class and their quarterly Progress Report shows that he/she is very weak in English and I am afraid that he/she will not be able to get through the anuual examination I therefore request you that he/she may be given extra coaching to make up his/her deficiency in English I will pay the fee for the tutorial classes

Thanking you

Date

Yours faithfully
GANESH

IV. [illegible]

To

The Principal

[illegible]

[illegible]

Madam

Respectfully [illegible] student of [illegible] [illegible]

Therefore [illegible] period of ten days.

I shall be [illegible]

Thanking you,

[illegible]

Date ____

II. An application to the Principal for financial help from Poor Fund

To

The Principal

__________School

____

____

Sir,

Respectfully I beg to submit that my son [illegible] of IX class of your school. I am a poor man and have [illegible] it is very difficult for me to bear the educational expenses [illegible] [illegible] I request you to grant him some [illegible] Fund of the school to enable him to continue his studies [illegible] best students of your school. I shall be highly obliged to you.

Thanking you in advance

Yours faithfully

SURAJ PARKASH

Date ..

19 **An application to the Principal requesting him to arrange for a historical tour during winter vacations**

To

The Principal,

School,

Sir

We the following students of XI and XII classes request you to kindly arrange a historical tour during the winter vacations This tour will be beneficial to us from educational point of view and will add to our general-knowledge There are many historical monuments in Agra and Rajasthan and the sight-seeing of such buildings will undoubtedly refresh our historical memories of the past events The expenses of the tour will be raised by contributions among all of us

Thanking you

Date

Yours faithfully
RAM PARKASH

20 **An application to the Principal to consider your name for competition test for scholarship**

To

The Principal

School

Sir

With due respect I beg to state that I have come to know that the Education Department of Delhi Administration has been arranging a Competitive Test of Higher Secondary Students for the grant of Scholarship to the deserving candidates I request your honour to forward my name from your school to appear in that competitive examination I am one of the best students of your school and I assure you that I will qualify this test with flying colours and earn a good name for your Institution I am confident of my success

Thanking you in anticipation

Date

Yours obediently
SAT PARRKSH

21 A application to the Principal of a school/college for issue of books from the library

To

The Principal,

College

Sir,

Respectfully I am to state that I am a student of B A Ist year of your college and aim in the good books of my teachers Now a problem has arisen that no books are available in the market on Economics Theory and Advance Accountancy I shall be grateful to you if you please order the Librarian to issue the same to me from the library for a period of at least 2 months It is expected that by that time the books in question will be available in the market and I will purchase of my own

Thanking you in anticipation

Yours faithfully,
MADAN LAL

Date

22 An application to the Principal of your College requesting him to allow you to take part in debates and also for enrollment of membership of Literary Association

To

The Principal,
Hans Raj College
Delhi

Sir

Respectfully I beg to state that I am one of the best students of you college I am very much interested in literature While I was at school, I had been a secretary of library association In view of the facts as mentioned above I may request you to consider my name for the membership of the college literary association and allow me to lake part in debates I assure you that I will leave no stone unturned to please my superiors/seniors

Hoping to be favoured and early reply

Thanking you

Yours sincerely,
SURESH KUMAR

Date

23 An application to the Principal for a change of Section

To

The Principal
Birla Higher Secondary School,
Delhi

Sir

With due respect I beg to state that I am a student of IX-A of your school and my younger brother is also a student of IX-B of this school Since my father is a poor man and he cannot afford to purchase a separate set of books for each of us I therefore request you either to transfer me to section B or my younger brother to own my section so that we may manage to study with one set of books It will be very much convenient to us both in school and at home

I shall be highly obliged to you for this act of kindness Thanking you

Date

Yours faithfully,
INDER F

24 An application to the Principal of a College for a change of Subject

To

The Principal,
Ramjas College,
Delhi

Sir

Respectfully I am to state that at the time of admission I applied for B A pass course and accordingly I was granted Now the circumstances have changed and my parents wish that I should take B Com pass course This subject would help me to do Chartered Accountancy I shall be highly grateful to you if I may be allowed to change the subject in view of the position as explained above

Thanking you in advance

Date

Yours faithfully,
SURINDER KUMAR

25 An application to the Principal of a College for refund of fee

To

The Principal
Shyam Lal College
Delhi

Sir

Respectfully I beg to state that I had applied for admission in your college for B A Ist year and also applied in one of the colleges in Delhi University Campus Now I have been granted admission in Hans Raj College Since your college is far off from my residence so I wish to get myself admitted in the aforesaid college The fee that I have already deposited may please be refunded to me according to the Bye-laws of the University Thanking you

Date

Yours faithfully
SUSHIL BATRA

26 Application for the post of a clerk in response to an advertisement in some newspaper

To

The Advertiser
Indian Express,
New Delhi

Sir,

In response to your advertisement in the Indian Express dated regarding the post of a clerk I offer myself as a candidate for the same

As regards my qualifications I passed the Higher Secondary Examination from Central Board of Secondary Education Delhi in 1979 and was placed in Ist Division

I have worked in a private concern for about a year as clerk-cum-typist. My typing speed is 40 words per minute. I have sufficient experience of business correspondence I am a young man of 20 years with good physique and active habits. If I am given an opportunity to serve I will leave no stone unturned to please my seniors and supervisors

Hoping to be favoured with a favourable reply Thanking you

Yours faithfully
ASHOK KUMAR

Date

27 Application for the post of a Stenographer

To

The General Manager
Delhi Cloth Mills
Delhi

Sir

I have come to know from some reliable sources that some posts of stenographers have fallen vacant under your kind control in the scale of 425-700 I offer myself as a candidate for one of them

At present I have been working in some private concern for the last 3 years and have acquired much experience

As regards my educational qualifications I passed High School Examination in 1965 in Ist Division from Central Board of Secondary Education Delhi My short-hand and typing speed in 120 and 40 W P M respectively I can take dictation straightway on type writer

I enclose my testimonials from previous employer which will show that my work has been greatly appreciated I hope you will consider my application favourably I assure you to work to your entire satisfaction

Thanking you

Yours faithfully
TILAK RAJ

Date

28 Application for the post of an Accountant

To

Messrs Mahabir Prasad & Sons,
Chandni Chowk
Delhi

Dear Sir

In response to your advertisement in Hindustan Times dated for the post of an Accountant I submit my application and hope that the same will be considered favourably

As regards my qualifications I graduated myself from Sri Ram College in 1978 and secured 2nd Division

I am a young man of 25 years and possess a sound mind and sound body. I used to work hard and can work in late hours too

I have two years experience of office work and can type with a speed of 40 words per minute and am well conversant in Book keeping and Accountancy

I hereby enclose my testimonials and character certificate from my Principal and previous employers for your kind perusal with regard to my ability Hoping to be favoured with a favourable reply Thanking you

Yours faithfully,
KRISHAN GOPAL

Date

29 An application for the post of a Trained Graduate Teacher

To

The Manager
Birla Higher Secondary School,
Delhi

Sir

I have come to know from some reliable source that there is vacancy for a trained graduate teacher in your school If so, I offer myself as a candidate for the same

As regards my qualifications, I graduated from Meerut University in 1972 and was placed in first division I then took the B T course from S L Training College Ambala City and also passed it in Ist division securing very goods marks I worked in Ramjas Higher Secondary School for two years in short term leave vacancy The enclosed certificate will show that my work had been satisfactory

I am a young man of 30 years and possess good physique and personality I have a keen interest in games also In case I am selected I will leave no stone unturned to satisfy you with my honest and devoted service

Thanking you

Yours faithfully
PARKASH CHAND

Date

30 An application for the post of a Cashier in some trading Company

To

The Manager
K G Khosla Trading Co ,
Delhi

Dear Sir,

In response to your advertisement in Hindustan Times dated for the post of Cashier in your concern I offer myself as a candidate for the same

As regards my qualifications, I beg to submit that I am a post-graduate from Delhi University I passed my B Com Examination from Sri Ram College in 1975 I obtained a diploma in shorthand and typing for some Government Institute I am well versed in maintenance of accounts and can handle cash transactions efficiently accurately I can furnish cash security for Rs 5 000 I hope that my application will receive a favourable and sympathetic consideration

Thanking you

Yours faithfully
K L ROY,

Date

31 An application for the post of a Machanical Engineer

To

The Manager
Hindustan Machine Tools Ltd
New Delhi

Sir

I am to invite your attention with reference to your advertisement in Hindustan Times dated for the post of a Mechanical Engineer

I passed B Sc Examination from Delhi University in Ist Division in 1970

At present I am working as Production Engineer with M/s Sadhu Ram and Sons at Gahaziabad I wish to shift myself to Delhi as my parents are living there

I shall be glad if you give me an opportunity to present myself before you for an interview I am applying for this post with the previous consent of my present employer No objection certificate is also enclosed herewith

Hoping to be favoured with a favourable reply

Thanking you in anticipation

Yours faithfully,
E NARAYANAN

Date

32 An application for the post of a Manager

To

The Manager,
Consultants Corporation Industries
Chawri Bazar, Delhi

Dear Sir

I understand that you are in need of the services of an experienced Manager for your firm I offer my services for the same I am 40 years of age and possess a vast experience in the field of management and administration I have worked in many firms of good reputation as a Technical Engineer as is apparent from my enclosed certificates

I took a regular course in business management and have studied modern methods of Publicity, Sales Promotion and Accountancy If I am given an opportunity I can assure you that the business of your firm will go up tremend ously I may point out that salary consideration is secondary to the opportunity than the position to be hold by me I am sure we can arive at a satisfactory arrangement

Hoping to have a favourable consideration

Thanking you

Your faithfully,
NAND KISHORE

Date

33 An application for the post of a Librarian in Delhi University

To

The Chief Librarian
Delhi University Library
Delhi

Sir

I have come to know from an advertisement in the 'Hindustan Times', dated that a post of an Assistant Librarian has fallen vacant under your kind control I beg to offer myself as a candidate for the same

I am a young man of 25 years of age and have a good educational quali fications I passed M Com from Delhi University from Sri Ram College

I took my diploma in Library Science from Meerut University I have practical experience in Library work also as I have worked in Delhi Public Library and Mahavira Jain Public Library for more than three years

I enclose my testimonials and character certificate from my Principal and employers testifying my character and abilities In case I am given appointment I will work to your entire satisfaction

Thanking you

Yours faithfully,
S K GUPTA

Date

34 An application to the Principal for supply of Text-books.

To

The Principal
St. Michels Grammar School
Delhi

Sir

Respectfully I am to state that I am a student of XI class of your school My father is a low paid employee in Delhi Cloth Mills He has a large family consisting of 7 members My two elder brothers are studying in college It is very difficult for him to purchase text books for me I have all along a very good student in my class and all my teachers hold high opinion about me

I request you to kindly grant me some financial help from the Poor Boy's Fund to enable me to purchase the required text-books In the absence of these books it is very difficult for me to continue my study

Thanking you

Yours obediently,
HANS RAJ

35 An application for the post of an Apprenticeship

To

Gupta Iron & Steel Works (Private) Ltd,
Lawrance Road
Delhi-35

Dear Sir

In response to your advertisement in the 'Times of India dated .
I beg to apply for the post of an Apprentice-mechanic in your factory

I passed the High School Examination with science subject from Central Board of Secondary Education, Delhi in first division I also obtained 2 years, Diploma Course Certificate in Motor Mechanics from Delhi Polytechnic

I hereby enclose my testimonials and character certificates from my Head Master and Principal of Dalhi Polytechnic with regard to my charactor

I hope you will give a chance to appoint me as an Apporentice I shall do my best to satisfy you with my work

Thanking you

Yours faithfully,
RAM KUMAR

36 An application for the post of a Draftsman

To

The Manager
The National Rubber Products
Indusrial Area Azadpur, Delhi

Dear Sir

In reply to your advertisement for the post of a Draftsman in the Statesman I offer myself for the same My particulars and academic qualifications are as under

1 Age — 25 years

2 Educational qualifications

(i) Higher Secondary in Ist Division from Ramjas Higher Secondary School, Paharganj New Delhi

(ii) Secured Ist *Division in Diploma Exam* from Delhi Polytechnic Institute Kashmiri Gate, Delhi

3 Previous Experience

I have worked in many private firms for about 5 years as Apprentice Junior draftsman and designer

The main aim to work in your factory is to acquire more practical experience

I enclose here my character certificate and other testimonials for your kind perusal so that my application may receive due and favourable consideration

Thanking you in anticipation

Yours faithfully
SUSHIL KUMAR

37 An application to the Principal for exemption from compulsory games due to protracted illness

To

The Principal
St Columbus School,
New Delhi

Sir

Respectfully, I beg to submit that I attended the school today after a protracted illness of four months and as a result of which I have become extremely weak The doctor has advised me to avoid exertion as far as possible

In view of this, I therefore request you to exempt me from compulsory games at least for a period of 2 months for the recovery of my health

Thanking you

Yours faithfully
SURESH KUMAR

22 An application to the Principal for expressing your sorrow for misbehaviour to a teacher

To

The Principal
St. Xavier's School
Delhi

Sir

Respectfully, I beg to submit that I am really sorry for having been impolite and discourteous to my class teacher. I hold him in high esteem. In fact he has been an ideal teacher. Presumably I had not been in my senses when I misbehaved with him.

I am really very sorry for what I have done and tender my apology and request you earnestly to pardon me for the same. I assure you that in future I will never give any opportunity for such complaints.

Thanking you in anticipation

Yours obediently

23 An application for the post of a Private Secretary or a Personal Secretary

To

Messrs Khanna Jewellers
Ajmal Khan Road
Karol Bagh New Delhi-5

Dear Sirs

I have come to know from my friend Miss Kamlesh Kumari Jain that she will be leaving your employment after 2 months when she gets herself married. Since she had been very happy with her assignments under your personal control I hope you will consider me as an applicant for the same post.

My educational Bio data is as under :

1 I am 25 years of age (unmarried),
2 I passed my B.A. Examination from Delhi University in Ist Division in 1978
3 I used to take active part in sports, specially in Badminton
4 I was a member of literary association in my college
5 I know typing and short hand,

If I am given an opportunity to serve you I will work according to your entire satisfaction

Thanking you,

40 An Application to the Principal suggesting ways and means for improvement of sport facilities in the school

To

The Principal,
St Francis School,
Delhi

Sir

We the following students kindly draw your attention towards the lack of adequate sport facilities in our school Only a few students can take part in the game while others do not get opportunity for the development of physique and mental facilities

Since the games are also a part and parcel of education and strengthen the qualities of team spirit leadership, confidence among all the students so the facilities for participation in the games should be provided to everyone Needless to say that it will help to a great extent for improvement of dicipline among the students and the school will also earn a fair name We hope that our suggestion will receive a favourable and sympathetic consideration

Thanking you

Yours obediently,
RAM LAL

41 Write an application to the Principal of your school for exemption from participation compulsory in games

To

The Principal
Govt Higher Secondary School,
Narela, Delhi

Sir,

Respectfully, I beg to submit that I attended the school today after a long time of about two months I had a serious attack of Typhoid This made me extremely weak My doctor has advised me to take complete rest and also to avoid exertion as far as possible

I, therefore approach you with the request to exempt me from compulsory participation in games for a period of about one month I will take part in the school games as soon as I completely regain my health

Thanking you

Yours faithfully,
ANIL KUMAR

Yours obediently
SUNIL KUMAR
SHAM LAL
KISHORE

Date . .

43. **Write an application to the Principal of your school for a testimonial.**

To

The Principal
Ramjas Higher Secondary School No 2
Anand Parbat, New Delhi

Sir

I beg to state that I was a student of XIth class section B of your school and passed the Higher Secondary Examination of the Central Board of Secondary Education last year in the first division with distinction in Mathematics and Chemistry

Mr R K. Sharma M.A., B Ed was my class-teacher and Mr Malik was my House Incharge

I took a keen interest in the co curricular activities of the school and won prizes *in English elocution competition and one mile race in* Basant Tournaments of Ramjas Institutions.

The teachers concerned will testify to my good moral character and good conduct during my stay at school

I request you kindly to issue me a testimonial at your earliest.

Thanking you.

Yours faithfully
RAKESH KUM'

Date

44 An application to the Principal of your school suggesting ways and means of improving sports facilities in your school

To

The Principal
Govt Higher Secondary School,
Roop Nagar, New Delhi

Sir

I beg to state that there is lack of proper facilities for sports and games in our school Only a handful of boys take part in them, while majority of them get no opportunity to develop their physique and acquire the qualities of team spirit leadership confidence and initiative

I therefore suggest that games and sports should be considered an important part of education It will also go a long way in improving the discipline of the school Games should be well-organised and made compulsory in our school Games for all, and not for a selected few is the first requirement of a good school Athletic events should be made more popular so that all may be able to take part in them

All the students should be divided into four Houses There should be inter house matches once in a month Annual Sports-Day should be celebrated every year and house wise competitions should take place In this way our school will be able to score very high position in the zonal tournaments

I hope that my thoughts and suggestions will receive a favourable consideration Thanking you in anticipation

Yours faithfully
SOHAN LAL

Date

45 Application for the post of a Nurse

To

The Medical Officer,
All India Institute of Medical Sciences,
New Delhi

Sir

Having come to know from some reliable sources that some vacancies of Nurses have fallen vacant under your kind control for which I offer myself as a candidate for one of them

My qualifications are as under

(i) I passed B Sc Examination from Delhi University in 1975 and was placed in Ist Division

(ii) I am a Registered Member of Trained Nurses Association of India

(iii) I also hold a certificate of Proficiency issued by St John Ambulance Medical Association

(iv) I have three years experience at my credit for serving in 2 hospitals and I possess nursing certificate and also expert in Medical and Surgical cases

In case I am given an opportunity I will serve to the entire satisfaction of my superiors Thanking you

Yours faithfully,
ASHA

Date

46 An application to the Principal of your school to check out growing indiscipline

To

The Principal,
Govt Higher Secondary School,
Nehru Ganj Delhi

I beg to bring to your kind notice that during the last few days, there have been some cases of indiscipline in our school They are losing all respect for the teachers Some of them behave in very irresponsible way

The greatest cause of indiscipline lies in our defective educational system No attention is given to the formation of character in our schools Students should be made to follow the rule of conduct themselves The number of students in every class should not be large because it decreases the personal contacts in between teacher and taught and encourages indiscipline

I further submit that in a democracy, students wish to express themselves Therefore I suggest that there should be a council of students It should recommend measures to bring about an ideal discipline in the school

All the teachers should be asked to make their lessons more interesting and informative Games and sports for all the students should also be arranged Extra-curricular activities, like debates matches and music, competions should be introduced

I hope your honour would give a thoughtful and favourable consideration to my suggestions

Thanking you

Yours faithfully
MOHAN LAL

Date

47 An application to the Principal to condone his short attendance due to illness

To

The Principal
Govt Higher Secondary School
Kamla Nagar Delhi

Sir

Respectfully, I beg to state that my son named . is a student of Xth class of your school who remained absent from the school due to his illness His attendance have fallen short by 30 days

The boy is intelligent and hard working. I am sure that he will make up his deficiency and get through the Examination, I, therefore, request you that the shortage of his attendance may kindly be condoned This will save his one year

Thanking you

Yours faithfully,
MADAN LAL

Date

48 **An application for the post of a Driver in Delhi Transport Corporation D**

To

The Chairman,
Delhi Transport Corporation
Delhi

Sir

I beg to state that there are some vacancies for Drivers which falling vacant under your kind control I offer myself as a candidate for one of them

My qualifications are as under

1 **Educational qualifications**

I passed high school Examination from Punjab University in 1977 obtaining IInd Division

2 **Experience**

(i) I hold a licence for driving for Punjab U P and Haryana
(ii) During the last 3 years of driving I have not met even a single accident
(iii) I have always followed the traffic rules and never dared to infringe them
(iv) I have a fair knowledge of Motor Machanism and can carry out simple repairs also

Hoping to be favoured with a favourable reply and assure you that I will try to prove myself a successful driver Thanking you

Date

Yours faithfully
ASHOK KUMAR

49 **An application for the post of a Cook**

To

The Manager,
Oberoi Hotel
New Delhi

Sir

I have come to know from some reliable sources that there are some vacancies of Cooks which have fallen vacant under your kind control I offer myself as a candidate for one of them

I am a young man of 25 years with good health My Bio data is given below

(i) I passed my High School Examination from Punjab University in 1972 and was placed in IInd Division
(ii) I possess a diploma of Catering from the College of Catering Calcutta
(iii) I have worked as a Cook in Ranjit Singh Hotel New Delhi for 4 years and possess a certificate from the Manager of that Hotel
(iv) I am expert in the preparation of South Indian dishes

In case I am given an opportunity to serve you I will leave no stone unturned to please my superiors I hope that my request will receive a favour ible and sympathetic consideration Thanking you

ate

Yours faithfully
BRIJ RAJ

50 An application for the post of an Air Hostess

To

The Chairman,
Indian Air Lines,
New Delhi

Sir

In response to your advertisement in the Hindustan Times dated for the post of an Air Hostess, I offer myself as a candidate for the same

My qualifications are as under

(i) I passed B Sc Examination from Delhi University in 1978 in Ist Division and possess sound basic general knowledge
(ii) I can speak English Hindi and Southern language very fluently
(iii) I possess a charming personality with good manners
(iv) I am a young girl of 24 with good physique
(v) I am still unmarried and can under go any vocational training and physical tests to prove my suitability for the post of an Air Hostess

In case I am given an opportunity, I will serve you honestly diligently and satisfactorily

Thanking you

Yours faithfully,
INDU BALA

Date

51 An application for the post of a Travelling Agent/Sales Man

To

The Manager,
Poddar Paryogshala
Azad Market, Delhi

Sir,

In response to your advertisement in the 'Navbharat Times dated for the post of Travelling Agent/Sales Man I beg to offer myself as a candidate for the same As regards my qualifications the same are as under

(i) I am a graduate from Bombay University.
(ii) I am young man of 30 years with a sound physique
(iii) I have 8 years experience of sales from door to door of various consumer products
(iv) I am habituated to undertake long journeys all over the country
(v) I have all the requiste qualities of sales man/travelling agent i e, pleasing manners and courteous behaviour and quality of adeptability
(vi) I have a polished and persuasive manner of speach impressive personality and convincing and argumentative power of speach
(vii) I am sure and confident that I can fetch a business for you in lacs

Hoping to be forwarded with a favourable reply

Thanking you

Yours faithfully,
VIJAI CHAND

Date

52 Specimen reply to an applicant for the post of a Clerk/Assistant

Reference No

From

Manager
Bharat Chemicals Ltd
Delhi

Date

To

Shri Mohan Lal,
Kabari Bazar
Ambala City

Dear Sir

With reference to your application dated for the post of a Clerk/Assistant you are requested to appear for an interview in this office on at 10 00 A M at your own expense

Please bring your testimonials and character certificates

Yours faithfully
RINA
for Bharat Chemicals

53 Specimen of Reply in response to application for jobs

Reference No

To

Shri R K A Subramanian
Madras

Date

Dear Sir

Thank you for your application dated We would like to know if you are willing to accept the post of a Clerk/Assistant/Private Secy /Stenographer/ Clerk-cum-Typist at Rs per month Kindly also inform us how long will it take you to join this office/firm/organisation

An early reply will be much appreciated.

Yours faithfully
DEEPAK

54 Specimen Reply of refusal for post of a teacher

Reference No

To

Shri P.V. Maniah
Ootacumand,
Tamil Nadu

Date

Dear Sir

With reference to your application dt for the post of a teacher I am sorry to inform you that the post for which you have applied has already been filled up We have kept your name on the waiting list and will inform you as and when the need arises In the meanwhile you may also keep yourself in close contact with us

Thanks

Yours faithfully,
SURAJ PARKASH

55 Specimen (Indirect refusal) Reply for the post of a Salesman

Reference No Date

To

Shri/Shrimati/Km/Miss
Military Road,
Ambala Cantt

Dear Sir

With reference to your application dated we would like to know whether you have any experience of outdoor Salesmanship

In fact we are looking for person who possesses ability and capacity to canvass well and promote our business Write soon so that we may consider your application in the light of that information

Thanks

Yours faithfully
RAJESH

PRONUNCIATION

nciation is indicated according to the following system

ND	EXAMPLE	PRONUNCIATION
n date	reign	rān
in cat	naphtha	naf'tha
n ah!	calm	kahm
in saw	halter	hawlt er
n even	chief	chēf
n met	meadow	med o
n mine	isle	īl
n pit	liquid	lik'wid
n go	ochre	ō'ker
n pot	knock	nok
n boil	coign	koin
n foot, or in boot	pull, rule	pool, rool
in cow	tousled	towz'ld
in tube	beauty	bu ti
in but	dozen	duzn
in fly	hy'dra	—
in merry	will y-will y	—
in much	treachery	trech er i
in get	guitar	gi tar'
in jump	gentle	jen tl

In the case of words containing the following easy sounds pronunciat on has often been omitted as being unnecessary :

ai	as in wait	-ge	as in cage
ay	as in may	le	as in table uncle paddle etc
au	as in haul	oa	as in road
ce-	as in certain	ou	as in out
-ce	as in dance	-ous	as in jealous
ci-	as in cinder	oy	as in boy
ea	as in sea	qu-	as in queen
ee	as in meet	-sion	as in mission
-ey	as in donkey	-tion	as in station
-ful	as in cheerful		

The syllable bearing the ma n stress is marked ' e g but'ter

ABBREVIATIONS USED

adj adjs	=adjective(s)	i e	=that means
adv advs	=adverb(s)	*masc*	=masculine
conj conjs	=conjunction(s)	*n ns*	=noun(s)
esp	=especially	oppos	=opposite
e.g	=for example	*prep preps*	=preposition(s)
etc	=and other things, and so on	*pron. prons*	=pronoun(s)
fem.	=feminine	*v., vs*	=verb(s)

CCI Market Survey-cum-Detailed Techno Economic Feasibility Reports Rs 1500 each

These are exclusively meant for direct submission to Financial corporations banks other Financial institutions for getting loans

CONTENTS ARE AS UNDER

Introductory

1 Product Introduction
2 Properties ISI specifications and requirements
3 Product Uses and Applications
4 Plant Lay Out

Market Position and Trends

1 Present Manufacturers—Names and Addresses
2 Installed Capacity Production and Anticipated Demand
3 Statistics of Im... and Export
4 Export Prospects
5 Price Structure and Trends.

Raw Materials

1 Properties of Raw Materials
2 Occurrence and Sources of avail ability
3 Raw Material prices
4 Requirements of Raw Materials
5 Overhead & Utilities

Manufacture

1 Processes of Manufacture
2 Selection of Process
3 Flow Sheet
4 Production Schedule

Plant and Machinery

1 Major Items of Equipments and Machinery
2 Miscellaneous Items and Accessories
3 Instruments
4 Laboratory Equipments and Accessories
5 Location
6 Electrification Electric Lead and water supply arrangement
7 Maintenance
8 Sources of Availability of Plant and Machinery

Land and Building

1 Requirement of land area
2 Building
3 Construction Schedule

Personnel

1 Requirements of Staff and Labour
2 Personnel Management

Financial Implications

1 Cost of Raw Materials
2 Cost of Land and Building
3 Cost of Plant and Machinery
4 Fixed Capital Investment
5 Working Capital
6 Project Cost
7 Capital Formation
8 Cost of Production
9 Profitability
10 Break Even
11 Cash Flow Statement
12 Pay off Period
13 Conclusion

Sales and Marketing

1 Trends and Recommendations

The charges for the above report are tentative and may vary from product to product All such reports will be compiled as per the customer's requirements like capacity of the proposed plant & grades etc

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H D P E. Pipes & Fittings
Hand Tools
Inter Com Sets
Melachite Green
Methyl Benzene Sulphonate
Mini Cement Plant
Mini Steel plant
Mini Sugar Plant
Nicotine from Tobacco waste
Oxalic Acid
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Sunmica

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Consultants Corporation of Industries

113-B (Inside Mukut Rai Niwas) Chawri Bazar Delhi-110 006

SECTION 6

OFFICIAL LETTERS

Letter & Applications to Government Official &
Other Authorities (71 letters)

LETTERS AND APPLICATIONS TO GOVERNMENT OFFICIALS AND OTHER AUTHORITIES

Letters to Government officers and other authorities are most formal of all types of letters The proper form of address and close of these letters must be strictly attended to, while writing such letters the following rules must be followed

1 *The language of such letters should be courteous and impersonal*

2 They should not be written in an offensive manner or a tone of anger

3 They should be brief and to the point but it should always be remembered that brevity should not be obtained at the cost of completeness A brief and self-contained letter attracts the officers' attention promptly

4 *Whatever is required from officers or the authority* should be mentioned clearly in lucid language

5 All documents certificates and relevant papers in support of the claim should be attached and mentioned clearly

The writer should bear in mind that all official letters should conform the rules mentioned above to make the letters impressive and forceful

LETTERS AND APPLICATIONS TO GOVERNMENT OFFICIALS AND OTHER AUTHORITIES

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The writer should bear in mind that all official letters should conform the rules mentioned above to make the letters impressive and forceful

1 A letter regarding a complaint to the Health Officer about insanitary conditions of the area

25-Mandir Marg
(Near Birla Temple),
New Delhi
Date

To

The Health Officer
New Delhi Municipal Committee
New Delhi

Dear Sir,

I am to bring the following facts for your sympathetic consideration and prompt action in the matter and in the interest of the inhabitants of our locality The drainage system of our locality is not at all satisfactory The drains are not regularly cleaned and have become a breeding place of the mosquitoes The poor people have no sanitary conveniences and facilities and as such they throw their rubbish and dirt on the road or in the street The streets have become a breeding place of flies and germs The N D M C has not supplied dust-bins in the street and as a result of this, the neighbouring houses dump their refuse and rubbish on the roadside It is feared that if such a state of affairs continues there is every possibility that any epidemic may break out I, therefore, request you to inspect the place in person and issue necessary instructions for taking immediate remedial and preventive measures

Thanking you

Yours faithfully,
KAMAL

2. A letter of complaint to the Commissioner of Municipal Corporation of Delhi regarding mis management of the Municipal Dispensary

To

The Municipal Commissioner,
Town Hall, Delhi

Date

Subject —Regarding mis management of the Dispensary in our ward

Dear Sir,

I am to bring to your kind notice that the Municipal Dispensary in our ward is not properly managed by the authorities for the last few months The other day I saw that a serious case of accident was treated in a very ordinary way The victim was seriously wounded but he was not attended properly

The patient was crying with pain as the blood was flowing profusely The doctors attended him only when the medical officer was approached and made aware of the seriousness of the case

I therefore request you to instruct the staff running the dispensary to attend the cases of emergency with immediate care and attention

Thanking you

Yours faithfully,
KIRAN

3 A letter to the Chairman of the Municipal Committee Kanpur for immediate repairs of bad condition of the road

To

The Chairman
Municipal Committee
Kanpur (U P)

Date

Dear Sir

I beg to bring to your kind notice on behalf of the residents of my colony the grievances against the horrible condition of the road that links the colony with the main road

Since the rainy season has set in the passing through it has become impossible and the residents are put to great inconvenience There are pits here and there and it is very dangerous for motors and carriages to pass that way

Besides this there are heaps of road metal on both sides of the road and as a result of which it is very difficult for the pedestrains to walk on foot on the pavements

The residents of the colony are put to a great inconvenience and discomforts due to the bad condition of the road It is therefore requested that the road may please be got repaired without further delay

Thanking you

Yours faithfully
KANWAL
E-395 Kidwai Nagar
New Delhi
Date

4 A letter to the Post master complaining against the Post man of your zone

To

The Postmaster
General Post Office
New Delhi

Dear Sir

I may draw your kind attention towards the negligence of duty of Shri Mohan Lal the postman of our zone

He is most careless person He does not perform his duties properly He always comes late and does not deliver the letters properly He does not distribute even the important and urgent letters but throws them in the verandahs or hand-over them to some other persons in the neighbourhood In this way many letters are blown away and lost forever

I have requested him many times to be regular in the discharge of his duty but he turns a deaf ear to my advice

It is therefore requested that he may be given a strict warning or some other disciplinary action may be taken against him so that he may perform his duties properly and sincerely in future

Thanking you

Yours faithfully
GANPAT RAI

5 A letter to the S H O of the Police reporting for the theft of a bicycle

345-Kucha Rehman,
Chandni Chowk
Delhi
Date

To

TheStation House Officer
Kotwali Police Station
Delhi

Dear Sir

I have to lodge a report for the of my bicycle No B-007643 from the main bazar of Chandni Chowk I went to the bazar to make some purchases at about 10 30 A M I locked my cycle outside the Delhi Cloth House and went in to buy a piece of cloth for suiting There was a great rush at the shop and it took me more than half an hour to make the purchases

When I came out I found my cycle missing I made many enquiries from some vendors sitting on the footpath of the road but failed to get any clue from them and it is untraceable so far The make of my cycle is Robin Hood bearing No B-007643 My name is engraved on its handle It is dark green in colour

I therefore request you to trace the cycle and restore it to me as early as pessible Thanks

Yours faithfully
KANCHAN

6 A letter to the Sanitary Inspector of your area complaining against the sweeper of your street

E A 180, Ranjit Nagar,
New Delhi
Date ..

To

The Sanitary Inspector
South Patel Nagar,
New Delhi-8

Dear Sir,

I have to lodge a complaint against the sweeper of our street named Shri Dhanna He does not sweep the street for many days The heaps of dirt are lying at every step The flies are buzzing and the mosquitoes are breeding on them There is every likelihood of some epidemic breaking out in this street The drains give out a foul smell Life has become a hell for the residents of this street We have warned him many times but he seems a man of his own will He does not care for other difficulties

It is, requested that you may kindly pay a visit once before taking any suitable action against him He may be warned to work regularly in future

Thanking you

Yours faithfully,
GURNAM

7 A letter to the landlord requesting for urgent repairs white washing and painting of the doors and windows of the house in your possession

345-Ajmal Khan Road
Karol Bagh,
New Delhi

Dear Sir

I beg to draw your kind attention towards some urgent repairs needed the house in my occupation for the last 5 years

I have reminded you several times but to no purpose I do not know the cause of your silence

Once again I may bring to your kind notice that the roof of the bedroom is leaking badly during rains The walls are covered with spots and requires immediate white-washing The doors and windows have not been painted for the last 4 years The floor of the kitchen is full of pits The flush of the laterine is out of order

Since I am a good pay master and pay the monthly rent regularly, I expect you not to neglect your duty

In case you fail to get the repairs done within a week I will get it don- myself and deduct the amount from the rent due to you

Hoping for an early attention

Yours faithfully
LAKHAN LAL

8 A letter to the Director of Education requesting him to preside over a cultural function in the school

Modern Higher Secondar School
New Delhi
Date

To

The Director of Education,
Delhi Administration,
Delhi

Sir

As a Secretary of the Social and Cultural Society of our school I request you to spare some time to preside over a cultural function in our school The function will be held on The programme includes a number of cultural items and a short play It will not last more than one hour and a half The Deputy Education Minister has also agreed to inaugurate the function on

I hope you would kindly grace the occasion by presiding over the function

Kindly intimate your decision by-- to enable us to extend our invitation to some guests and members of the Parents-Teachers Association well in time

Hoping to be favoured with a favourable reply

Thanking you in anticipation

Yours faithfully,
Secretary
Social & Cultural Society
Modern School

9 **A letter to the District Magistrate drawing his attention to the disturbance caused by a loud speaker in your area**

520-Roshanara Road
Subzi Mandi
Delhi
Date

To

The District Magistrate,
Delhi

Sir

I am to invite your attention to the nuisance of loud-speakers in our locality for your sympathetic consideration and necessary action These are the days of elections and loud-speakers are used at high pitch Moreover reception of marriage parties is a regular feature of the day in our locality because there are many community halls They are making our lives miserable It is very difficult for the students to prepare for the examination which is quite near at hand

I hope you will consider the matter and take proper action to provide us relief from this nuisance

Thanking you in anticipation

Yours faithfully,
RAKESH

10 **A letter to the Editor of a Newspaper complaining against the high prices of the necesities of life**

F-10/17, Model Town
Delhi
Date

To

The Editor,
The Hindustan Times,
New Delhi

Sir

I want to draw the attention of the authorities concerned to check the rising prices through your esteemed newspaper The population of our locality is more than 50 000, but there are only five fair-price shops to supply wheat sugar rice etc at controlled price Naturally and usually the goods are not available in these shops and the people have to purchase the bare necessities of life in the market at a very high prices Coal Foodgrains vegetables, ghee and black kerosene oil are not at all available The middleclass people and the poor are wrost sufferers and leading a very miserable life It is a pity that the basic necessities of life are not available even

I therefore request you to impress upon the Government to open more fair price shops to meet the requirements of the people of our locality

Thanks

Yours faithfully
RAM PARKASH

11 A letter to the Editor to publish few lines in their paper complaining against the sufferings of the people due to shortage of food stuffs other edibles and high prices

To

The Editor
The Hindustan Times,
New Delhi

134-D Kamla Nagar,
Delhi
Date

Dear Sir

May I request you to draw the attention of the Government through your esteemed Paper The Hindustan Times As you know the prices of foodgrains and other necessities of life have been rising rapidly for the last few months It has added to the sufferings of the common people to a great extent Not only the poor but the middle class has also been hit to the worst Edible oils and breads have disappeared from the open market They are being sold at a very high price in black market The long queos of persons at fair price shops super bazars and co-operative stores present a horrible scene of scarcity The black market is in full swing The hoarders and stockists dictate terms and the poor customers have no alternative but to accede to their conditions

I hope you will kindly publish this letter in the editorial column of your esteemed newspaper at your earliest convenience Thanking you

Yours faithfully
RAJESH

12 A letter of complaint to the Commissioner of the Municipal Corporation of Delhi for Inadequate water supply in the area

To

The Commissioner
Municipal Corporation
(Water & Sewerage Deptt) Delhi

3035 Pahari Dhiraj
Delhi
Date

Dear Sir

I am to draw your kind attention to the fact that the water supply in our locality is very inadequate and the quality of the water is also not worth drinking The supply of water in the tap is so scarce that each family gets hardly sufficient quantity of water even for drinking purposes and fot this they have to wait for a long time The families living on Ist floor have to face much hardship They do not get even this much quantity of water

Besides this the quality of the water is also very bad Sometimes it gives foul smell The chlorination of the water is not systematically attended to I therefore request you to take immediate steps for providing sufficient water to the inhabitants of the locality It is their main problem and must be attended too with quick attention Thanking you

Yours faithfully
RAJ VIR

13 A letter to the Manager D E S U Chandni Chowk Delhi for a separate meter of electricity

3980 Nai Sarak
Delhi
Date

To

The Manager,
D E S U Chandni Chowk,
Delhi

Dear Sirs

I am to state that I am a resident of House No 3980 Nai Sarak, Delhi want to have a separate meter for domestic light for the use of electricity for my household consumption The forms duly filled in are sent herewith for necessary action at your end

It would be much appreciated if an early action in the matter is taken at your earliest convenience

Thanking you

Yours faithfully,
RAMESH

14 A letter of complaint to the Post Master of Kashmiri Gate Delhi regarding irregular deliveries of Industrial newspaper

Reference No Date

From

Messrs Mohan Lal & Sons,
Manufacturers of Chemicals,
Subzi Mandi, Delhi

To

The Post Master
Kashmiri Gate,
Delhi

Sir

I am to bring to your kind notice that I am a regular subscriber of Industrial Problems issued by C C I Delhi but I have not received the June Issue of the Industrial Problems I have made enquiries from that office that the same was already despathed to us a week ago Under Postal Certificate', but I am at a loss to understand why the same has not reached me It appears that the Postman has misdelivered it to someone else I request you to look into the matter and instruct the postman of our area to deliver the newspaper to some responsible person of our firm as the paper in question is very important for us Its loss causes us a deprivation of important Industrial news

Thanks

Yours faithfully
For Messers Mohan Lal & Sons

15 A letter of complaint to the Manager of D E S U Kamla Nagar Branch Delhi about the occasional break down of the electricity

To

97-D, Kamla Nagar,
Delhi
Date

The Man ger,
D E S U , Kamla Nagar, Branch
Delhi

Dear Sir,

I am to bring to your kind notice that the electricity break down in this area are too often I shall be grateful if you please depute some senior officer to find out the cause of repeated breakdowns The residents of this locality have to face great difficulties and are put to a great inconvenience

It is also brought to your kind notice that the residents have made many telephonic and written complaints but nothing has so far been done As a result of these breakdowns the normal activity and business is disturbed and hampered considerably

I shall feel highly obliged if you please look into the matter personally and do the needful

Thanking you

Yours faithfully
NISHA

16 A letter to the Deputy Commissioner, Jullundur for a passport

To

325-Jain Colony,
Jullundur
Date

The Deputy Commissioner,
Jullundur (Punjab)

Sir,

I am to submit that I have been selected as a Technical Engineer for higher studies and have also been offered a scholarship for this purpose I want to proceed to West Germany to study in Berlin University for two years

The forms duly filled in and attested alongwith passport size photographs in duplicate are sent herewith for necessary action at your end

It is therefore requested that necessary passport may please be issued in my name as early as possible

Thanking you

Yours faithfully,
MOHAN LAL

17 A letter of complaint to the Post Master regarding enquiry of a lost magazine

566-Kabari Bazar,
Ambala Cantt
Date . .

To

The Post Master,
Sadar Bazar Post Office,
Ambala Cantt

Dear Sir,

I am to bring to your kind notice that I have not received the monthly issue for the month of of the Reader's Digest I have made enquiries from the office concerned that the same was despatched a fortnight ago duly stamped at the above address I am fail to understand why the same has not been delivered to me Previously, I had a similar experience on one or two occasions but did not pursue the matter But this time I apprehend a negligence on the part of the postman of our locality

It is requested that necessary enquiries may please be made in the matter and the defaulter should be severely dealt with to avoid such incidents in future

Thanking you

Yours faithfully
UGGAR SAIN

18 A letter to the Post Master regarding Non receipt of a parcel of books

1065, Rang Mahal,
Naya Bazar, Delhi
Date

To

The Post Master,
Jama Masjid,
Delhi

Dear Sir,

I am to bring to your kind notice that about a week ago I received a letter from the Messrs Dehati Pustak Bhandar, Chawri Bazar Delhi wherein they informed me that a parcel of books has already been despatched to me by Registered Post on , but I have not received the parcel so far I shall be grateful to you if you kindly make enquiries in the matter I have also written to the firm and asked them the Number and Date of the Registration Slip

My examinations are near at hand and I am very much anxious to have the books as early as possible

I hope you will look into the matter personally and promptly and inform me as soon as the same is traced

Thanking you in anticipation

Yours faithfully,
AVINASH

19 A letter to Police about the loss of scooter

To

The S H O
Parliament Street Police Station,
New Delhi

32, Ajmal Khan Road
Karol Bagh New Delhi
Date

Dear Sir

This evening I lost my Vespa Scooter No DLH 3250 while I witnessing a hockey match in the National Stadium New Delhi

Before the match started I had locked my scooter in a line with other scooters just opposite the main enterance The scooter was entrusted to the incharge of the scooter-stand and got the ticket for it from him

The match was over at about 6-30 p m I went to get my scooter from the stand I found to my astonishment that the counterfoil of the ticket issued to me by the incharge of the scooter-stand was missing from my pocket I went to check if my scooter was at the place where it had been placed by me but I was shocked to find that the scooter was missing from the place where I had left it When I questioned the incharge of the stand he could not give me any satisfactory answer I suspect a foul play I therefore request you to register a report about the loss of my scooter and take necessary steps in finding out the same

The scooter is dull yellow in colour and is 1968 model It is a new scooter and has run about 500 miles only The licence No is DLO 1406

Please do your best to trace the same and let me know as soon as you have anything to report Thanking you

Yours faithfully
DINESH

20 A letter for requesting telephone connection by a Social Worker

To

The General Manager
Delhi Telephones
Delhi

123-D Kamla Nagar
Delhi-7
Date

Dear Sir

I the undersigned request that I may be granted a telephone connection As I am an active social and political worker of the locality I have been taking active part in the social and political activities of the area I have been the Secretary of Young Atheletic Club for the last three years I am associated with Arya Samaj and have been in the Executive Committee of the Karol Bagh branch

I am greatly handicapped in doing the service to the community without a telephone It is requested that I may be given a telephone connection at the earliest Thanking you

Yours faithfully
MUKESH

22 A letter about theft to the Superintendent of Railway occurred in the train

To Date

The Superintendent,
Railway Police
Agra

Dear Sir

I am to report the loss of my box containing cash of Rs 500 jewellery worth Rs 2 000 and some costly Sarees of my wife costing about Rs 1 000 While I was travelling in Bombay Express from Kota to Delhi I was occupying my berth in Ist Class compartment and got into the train at Kota at 10 P M I placed my box under my seat and went to sleep Early in the morning when I got up at Mathura station I found my box missing I made enquiries from the fellow passengers but could not get any clue about it When I reached Delhi a passenger informed me that he saw a passenger who got down from the compartment with a box He also told me about the size and colour of the box The person was tall statured fellow and was wearing white pant and blue shirt

I hope you will kindly trace the man and take necessary action against him and help me trace my box Thanking you

Yours faithfully
SUR

23 A letter of complaint to the Income Tax Authorities regarding excessive assessment of Wealth Tax

B-10/375,
Moti Nagar, New Delhi
Date . . ,

To
The Assistant Commissioner of Income Tax,
C B R Building I P Estates
New Delhi-110 002

Dear Sir,

I beg to bring to your kind notice the injustice done to me regarding evalu tion of our property at Moti Nagar for the purpose of assessment of Wealth Tax

While assessing the value of our property the basic principle of evaluation of the urban property has been ignored and as a result of which the assessment has been worked out at double the prevailing market price

The value of the residential property is low due to the fact that this area is industrial and is unsuitable for residential purposes The factories in this area is a constant source of nuisance to the residents of this locality Apart from it, the wastes of the facto ies have made the atmosphere unpleasant The continuous steam smoke is injurious to the health of the residents

Due to these factories the value of the residential property has considerably fallen in this area as compared to other similar property in other parts of the city

In view of the facts as stated above, it is requested the assessment for the purpose of wealth tax may be revised Thanking you

Yours faithfully,
CHANDI

24 A letter of complaint to the Station Master, Subzi Mandi, Delhi regarding misbehaviour of the booking clerk.

Krishi Bhawan,
New Delhi
Date ...

To
The Station Master
Subzi Mandi Delhi

Dear Sir

I beg to bring to your kind notice the incident of misbehaviour of the booking clerk on duty on (   )

I wanted to buy a ticket for Karnal bound train whose time was 9 A M I reached the booking window fifteen minutes earlier but to my surprise the booking clerk was not in his seat As the time of arrival of train drew nearer the rush began to increase The clerk concerned came only five minutes earlier Instead of being sorry he began to use abusive language to those who protested against his late coming He also insulted me and by passing issued a ticket to a passenger who was behind me He turned adeaf ear to my requests and protests I had to miss the train as he did not is sue the ticket to me in time

I am a regular traveller by this train It is requested that the concerned official may be warned to behave properly and be sincere to his duties

Thanking you

Yours faithfully,
BRIJ RAJ

25 A Letter to Railway Authorities for Reservation of Railway Compartment for Educational Tour

To Date

The District Suprintendent,
Northern Railway,
New Delhi

Dear Sir,

I am to state that an educational tour of a Group of students of Birla Higher Secondary School, Delhi has been arranged The tour will start from Delhi and will go to Agra The party consists of 50 students and two teachers we wish to travel by 'Taj Express by Ist Class I shall be thankful to you if you please reserve 50 seats for (mention date) in a separate bogey for facilities and convenience sake of the students

It is requested that the reply may be sent at an early date so that necessary arrangements may be made accordingly

Thanking you

Yours faithfully

(Principal of the School)

26 A letter to the Station Master for refund of unused Railway ticket

3310 Prem Nagar
Delhi
Date

To

The Station Master,
Delhi Main Railway Station
Delhi

Dear Sir

I am to state that a few days ago I resreved a Ist Class seat from Delhi to Amritsar by Bombay Express Owing to unavoidable circumstances I had to postpone the journey I enclose herewith the ticket and request that the refund of fare according to the rules and regulations of the Railway Authorities may please be made to me at your earliest convenience

The inconvenience caused to you is regretted

Thanking you in anticipation

Yours faithfully
NARESH KUMAR

Encl
One Ist Class ticket
No dated ,,

27 A Letter to the Healh Officer Municipal Corporation Delhi regarding registeration of birth day of a child and issue a date of birth certificate

20, Naiwalan,
Karol Bagh,
New Delhi
Date

To
The Health Officer
Municipal Corporation of Delhi
Delhi

Dear Sir

I am to inform you that by the grace of God we have been blessed with a male *child on He was born in St Stephen s Maternity Hospital,* Tis Hazari, Delhi I am a resident of 20-Naiwalan, Karol Bagh New Delhi It is requested that his birth day may be registered and a date of birth certificate may please be issued to me for future reference and record

Thanking you in anticipation

Yours faithfully
GOBIND RAM

28 A letter to the Health Officer Municipal Corporation of Delhi for registration of Death and issue of Death Certificate

1028, Shora Kothi,
Subzi Mandi
Delhi
Date

To
The Health Officer
Municipal Corporation of Delhi
Delhi

Dear Sir

I am to inform you that my father named Shri resident of 1028 Shora Kothi Punjabi Mohallah, Subzi Mandi Delhi breathed his last on in All India Institute of Medical Sciences, New Delhi It is requested that the death may please be recorded in your records and a certificate of death may be issued to me for future reference and record

Thanking you in anticipation

Yours faithfully,
HARI RAM

29 **A letter to Ministry of Work Housing & Supply Government of India for loan to construct a house**

To Date

The Secretary,
Ministry of Works Housing & Supply
New Delhi

Subject Loan for Construction of Building

Dear Sir

I am to state that I am a member of Jain Housing Co-operative Society I have a plot of land measuring 240 sq yards in Kalkaji I want to construct a residential house on it and need a loan of Rs 30 000 for the purpose I am working as a Section Officer in Delhi Administration New Delhi I am drawing a salary of Rs 850 P M The certificate of Income duly certified by the Establishment section is sent herewith for necessary action at your end

The Building Plan of the house is also sent herewith for your perusal

It is requested that the loan applied for may please be sanctioced to me All formalities for the grant of loan will be completed latter on

Thanking you

Yours faithfully,
VINOD

30 **A letter to Executive Engineer Municipal Corporation of Delhi for sanction of the building plan for construction of a house**

1165, Mukerji Nagar
Delhi

To Date

The Executive Engineer
(Building Deptt),
Municipal Corporation of Delhi
Delhi

Dear Sir,

I am to submit a building plan of a Plot No E 324 in Green Park New Delhi The building plan has been prepared by a Registered Architect in accordance with the Municipal Bye laws

It is requested that the permission to build the house may please be given as early as possible so that the construction work of the building may be com menced before the rainy season sets in

Thanking you in anticipation

Yours faithfully
NARAINDER KUMAR

31 A letter to the Income Tax Authorities for extension of time for submission of Income Tax Return

93-U B Jawahar Nagar,
Delhi
Date .

To
The Income Tax Officer
Salaries Circle
Mayur Bhawan
New Delhi

Subject Regarding extension of time for filing Income Tax Return for the year 1980-81

Dear Sir,

I have been asked to submit my Income Tax Returns for the assessment year 1980-81 by 30-9 1980 but due to certain unavoidable reason, I could not file the Income Tax Returns by that scheduled date My wife was admitted in the hospital and I was the only male member in the family to attend her during her illness Due to her illness I also ran short of money

Now I request you to allow me to submit the same by the end of

Thanking you in advance

Yours faithfully,
SURINDER MOHAN

32 A letter to the Postal Authorities for making enquiries regarding saving certificates

134-D, Kamla Nagar,
Delhi
Date

To
The Post Master
Kamla Nagar
Delhi-110 007

Subject Regarding Purchase of Saving Certificates

Dear Sir

I am to state that I want to invest the surplus amount in Post Office Savings Certificates/National Saving Certificates I have been told that these Certificates fetch a good rate of interest and a rebate is allowed for the purpose of Income Tax I shall be grateful to you if you kindly intimate me the rate of interest and the period of investment for such certificates

Please let me know also how the money can be realised back in case I wish to withdraw my investment

I shall be much obliged to get an early reply

Thanking you in anticipation

Yours faithfully,
PRABHU DAYAL

33 A letter of complaint against the indifferent attitude in case of murder

To Date

The Superintendent of Police,
Gurdaspur
(Punjab)

Sir,

I bring to your kind notice certain facts relating to the recent case of murder in village Sukala of tehsil Batala The S H O is not taking any interest in this case and even after repeated requests from the residents of the village he has not taken any vigorous step to trace out the culprits

On the night of a person was murdered in the village Sukala The matter was reported to police early next morning but no constable reached the spot of murder till evening The dead body lay there unattended for about 18 hours and after such a long period it was sent for postmartem examination

The relatives of the deceased live in Srihargobindpur but they were informed next day about the tragedy They named certain persons who were inimical to the deceased and whom they doubted to be involved in the case But so far no action has been taken against them None of them has been called to the police station and interrogated On the other hand the relatives of the deceased are being constantlyharrassed by the police They are called to the police station and are made to sit there for long period Embarrassing questions are put to them I request you to take personal interest in this matter and help bringing the culprits to the book Hope to have a favourable consideration

Thanking you

Yours faithfully
KANWAL NAIN

34 A letter to Collector requesting him for repairs of Roads

Lal Bazar
Meerut City
Date

To

The District Collector,
Meerut (U P)

Sir

That we the inhabitants of the town Chhaprauly, of your district suffer considerable inconvenience because the roads leading to our town have mostly fallen in, that in consequence we feel more and more every year the difficulty of carrying on our trade and that from a nearby village kankers can be brought with the least difficulty and render useful in repairing the roads

In these circumstances we pray is that you will be pleased to order the repair of these roads and your petitioners as in duty bound will ever pray

Thanking you

Yours faithfully
PRIM NATH

35 A letter to the Deputy Commissioner complaining against the opening of a new Cinema House in the locality

49, Sadar Bazar
Ambala
Date

To

The Deputy Commissioner
Ambala

Sir,

We the residents of Jain Colony, strongly protest against the allotment of a site in the locality for opening a cinema house

We may remind you that when a temporary permission to open a temporary cimema house in this locality was given the residents of this locality strongly protested against that We expressed the apprehension that in opening of a cinema house in an area near so many educational institutions may prove harmful to the students and other young men of the area and the atmosphere conducive to the studies may be spoiled

Our worst fears have proved true Within the last six months since the cinema house was opened there has been a slant increase of delinquent behaviour many cases of which were so serious that they had to be reported to the police The college and school students can often be found loitering outside the cinema while normally they should be in their school or college The young girls are generally teased by the uncivilised persons while they are going to the schools or colleges for studies There have also been one or two cases of stabbing also These persons can be seen outside the cinema house nearly all the twenty four hours singing indecent and immoral songs and use all the filthy language

We may remind you Sir that when the temporary permission to start the cinema house in the locality was given we registered our strong protest but then we were told that the permission was purely temporary and it would be finalised after due consideration

It is requested that the permission to the opening of a permanent cinema house may be cancelled and the licence contract for running the temporary cinema may also not be renewed in the light of the above facts brought to your notice

Thanking you

Yours faithfully

Sd/-

New Delhi

THE SUFFERERS

36 **A letter for regulation of traffic at a crossing**

To Date

The Superintendent Police (Traffic),
Delhi Police,
Delhi

Dear Sir

I bring to your kind attention the dangerous state of traffic at the crossing of Hardhyan Singh Road Karol Bagh and Krishna Marg

I remember the time when there was no traffic problem on this road There were occasional cars or scooters to be seen But now the traffic here has increased so much that it has become a real problem to cross the road There have been several serious accidents and deaths during past few weeks

The main cause ot the accidents on this crossing is that any vehicle coming from Krishna Marg to Hardhyan Singh Road can not see the vehicles moving on Krishna Marg and specially those coming from the direction of East Park Road The house owners of the buildings on the corner of the cross roads have developed small gardens on the corporation s land in front of their houses Its natural result is that the vehicles approaching the cross roads cannot see each other and collide

Something should be done to improve the situation In this regard my suggestion is that the house owners of the corner buildings at the cross roads should be asked to remove the gardens with immediate effect Secondly a Policeman should be posted at the crossing during the peak hours of the traffic Thirdly the speed limits of the cars and trucks plying on these roads should be reduced to 15 miles per hour

I hope that something will be done immediately to avoid frequency of the incidents

Yours faithfully
OM PARKASH

37 **A letter to the Manager, D T C for bus facilities**

To Date

The Manager,
Delhi Transport Corporation Delhi

Sir

We humbly beg to request that you will be so good as to consider the question of extending the D T C lines to the Delhi Railway Station The station is a regular rendezvous for passengers of all kinds and classes and as most of these men are poor they cannot afford to pay hackney carriage fares It is almost certain that the people will avail themselves of Mini Buses in most cases specially in the hot and rainy months of the year suffice it to say that by doing this you will open a [new field for traffic and the same time confer a great boon on the public at large

Thanking you

Yours faithfully
SURAJ BHAN

38 A letter to the Manager of a Bank for the post of a clerk

5/24, Shakti Nagar,
Delhi-7
Date

To

The Manager
The Punjab National Bank
New Delhi

Sir

I have come to know from your advertisement in the newspaper that a few post of clerks have fallen vacant under your kind control I beg to apply as a candidate for one of them

As regards my accademic qualifications I beg to state that I passed my High School examination from Punjabi University in 1978 and stood in 1st Division I am a young man of 20 years and belong to a noble family I am an excellent athelete and had been a captain of cricket team I bear a good moral character and possess a sound mind in sound body

If I am given an opportunity to serve you I assure you to perform my duties sincerely and honestly and I shall leave no stone unturned to please my supervisors

Hoping to be favoured with a favourable reply

Thanking you in anticipation

Yours faithfully
SATISH KUMAR

39 A letter to the Director All India Radio New Delhi suggesting some improvements in the School Radio Programme

98-D Kamla Nagar,
Delhi-7
Date

To

The Director
All India Radio
New Delhi

Subject Regarding some Improvements in School Radio Programme

Sir

I am a regular listener of your School Radio Programme It is really an interesting and healthy programme of your daily routine It is an educative and a stepping stone to the students in advancement and improvement of their knowledge in the field of Industry Agriculture History and Science

It keeps the students in touch with current topics of general knowledge

However I would request to add some plays and dramas which infuse a a spirit of enthusiasm and patriotism among the students Besides this much emphasis should be laid on industrial education and such other topics concerning with cottage industries

I hope that some favourable and constructive action will be taken on my suggestions Thanking you

Yours faithfully
PANNA LAL

40 **Write a letter to the Deputy Commissioner of Ludhiana for opening of a dispensary in your village**

Khera Kalan
Ludhiana

To Date

The Deputy Commissioner,
Ludhiana (Punjab)

Sir

I on behalf of the people of the village Khera Kalan beg to submit that there is no dispensary in our village and as a result of which the inhabitants of the village are put to a great inconvenience They have to go to a neighbouring dispensary which is at a distance of 3 miles from our village for treatment

The present population of our village is more than 50 000 and is a fit for opening a new dispensary in our village

I, therefore request you to open a new dispensary with immediate effect to provide relief to the inhabitants of our village The village Panchayat will make necessary arrangements for the land of the dispensary

Thanking you in anticipation

Yours faithfully,
ASHOK KUMAR

41 **A letter to the Deputy Commissioner for opening a new Post Office in your village**

Khera Khurd
Jullunder

To Date

The Deputy Commissioner,
Jullunder (Punjab)

Sir,

I, on behalf the resident of the Khera Khurd village submit that there is no post office in our village

The population of our village is about one lakh The only post office where the people go is more than three miles away from our village We have to go there for sending money orders & parcels etc

We are put to a great difficulty and insecurity Two or three incidents have already occurred where people have been way laid by bad characters and deprived of their money

I therefore request you to consider our request for opening a post office in our village The land for the post office will be provided by our village

Thanking you in anticipation

Yours faithfully
RAMESH

42 Write a letter to the Editor of a newspaper to appeal to the Public donate liberally for flood stricken people of Uttar Pradesh

F-10/17, Model Town,
Delhi-100 007
Date

To

The Editor,
Indian Express
New Delhi

Sir,

I would request you kindly to publish the following few lines in your esteemed paper under the column 'Letters to the Editor Recent floods in Western U P due to heavy rains have caused a great loss of men property money and livestock In some of the towns the streets have been turned into flowing streams Many cattle have lost their lives The crops and mud houses have been washed away The people have been temporarily accomodated in schools and community halls and other buildings situated at some high level Some poor people have been camped on embankments of the rivers

It is therefore, requested that the people may be persuaded to donate liberally to help the flood affected who are at present homeless and helpless

The timely help will enable them to rehabilitate themselves

Thanking you

Yours faithfully
RAM PARKASH GUPTA

43 Write a letter to publish few lines in the newspaper describing the evils of begging

97-D Kamla Nagar,
Delhi-7
Date

To

The Editor
The Hindustan Times,
New Delhi

Subject <u>Regarding evils of begging</u>

Sir,

I request you to publish the few lines in your esteemed paper under the column ' Letters to the Editor depicting the evils of begging

Begging is a great evil It should be discouraged It is not a solution to solve poverty, but on the contrary it makes a person lazy and dependent It takes away the sense of manual labour self-respect and dignity The importance of work should be infused in them Work is worship Everybody should work God has given two hands to fill one's bally Begging is a social evil and a crime It should be eradicated altogether The inner conscience of the people should *be awakened so that they may look down upon the begging Thanking you*

Yours faithfully
PREM MITTAL

44 A letter to the Principal of a College for getting certain information about admission in the College

386, Jain Mohalla,
Amritsar (Punjab)
Date

To

The Principal,
S D College,
Amritsar (Punjab)

Sir,

Respectfully I beg to submit that I passed my Higher Secondary Examination from the Punjab University in 1980

I have come of the examination with flying colours I got 640 marks and have been placed in Ist Division Now I want to join your college I have come to know that the staff of your college is very much painstaking and teach the students with much interest and always look forward for the betterment of the students

I therefore request you to send me a copy of the Prospectus for necessary information about the admission in your college

I again request you to help me to join your college

Thanking you in advance

Yours faithfully,
BRIJ RAJ DUBEY

45 A letter to the Editor of a newspaper complaining against a stiff examination paper

90, Ram Nagar
New Delhi
Date

To

The Editor,
The Hindustan Times,
New Delhi

Sir,

Kindly permit me to express through the columns of your esteemed paper the discontentment prevailing among the students and the public regarding the very stiff paper of Physics A, set at the Higher Secondary Examination, this year At least 53% of the questions were so stiff that even a B Sc student would find it difficult to answer them It appears that the paper setter is quite out of touch with the standard of the Higher Secondary students of the Delhi

It is high time for the authorities concerned to examine the matter They should take immediate steps to set right the wrong done to the students Any carelessness on their part in this request may result in the loss of a precious year for many boys and girls

I hope you will kindly see your way to publishing the above some day this week Thanking you

Yours faithfully
KANWAL NAIN

46 A letter to the Editor of a newspaper for drawing the attention of the authorities to the increasing number of road accidents in Delhi

125-C, Lucknow Road,
TimarPur, Delhi
Date

To
The Editor,
The Indian Express, New Delhi

Sir,

Through the columns of your esteemed paper, I want to lodge a strong note of protest against the reckless driving of scooters, rickshaws motor cycles buses and trucks In doing so I am voicing the feelings of the common man The problem of heavy traffic has been causing a great headache to the public during the recent times Traffic jams and road accidents have become the order of the day Everyday, we read about fatal accidents to passengers and pedestrains

The privileged few, who own scooters, motor cycles should not try to monopolise the roads They must keep in mind that the roads are the common property of the public They have no right to endanger the lives of the others by their reckless driving If they adopt safety first as their principle, accidents can be easily avoided

The police should also check the speed of the vehicles and should heavily punish the reckless drivers Those, who transgress traffic rules should also be brought to book I hope the authorities concerned will devise ways and means of minimising the road accidents Thanking you

Yours faithfully,
RAJESH KUMAR

47 Write a letter to the Chairman Central Board of Higher Secondary Education for upgrading your school

From Ram Chandra M A
D A V Middle School
Paharganj New Delhi
Date

To
The Chairman
Central Board of Secondary Education
Inderprasath Marg, New Delhi

Subject Up grading of the school—

Sir

I have the honour to draw your kind attention to the acute shortage of seats in the Higher Secondary School of Pahar ganj area The students have to walk a mile or so to attend the school The people of this locality have made many persistent demands through the press and deputation that our school should be up graded to a higher secondary stage I hope that you will take an early action in the matter Thanking you

Yours faithfully
INDER KUMAR
Manager,

48 A letter to the Editor of a newspaper about the need of playground in the different localities of the city

Secretary for Excursions
37/2, Shakti Nagar,
Delhi
Date

To

The Editor,
The Hindustan Times,
New Delhi

Sir,

I am to draw the attention of the public and the Government through the columns of your esteemed paper to the need of open places in all the localities of the city Delhi has become a crowded city The population is increasing day by day Open fields and beautiful play-grounds are now being turned into residential areas The conjected area is dangerous to the health of the citizens The narrow, dark lanes of the city are enemy of good health The citizens of Delhi are badly in need of fresh air and open space Play ground can help in providing fresh air It is well said, 'Play-ground are the lungs of a city They give pure and fresh air to our bodies and keep them healthy The young and the old men and women, can take exercise in these play-grounds

Children must play just as the fish must swim The fish have enough of water to swim in But unfortunately our children do not have play grounds and find fields where they can play and develop their bodies they run a risk of their lives They pose a great problems for traffic also It is necessary that the Government and the Corporation should provide a paly ground in every locality

Thanking you

Yours faithfully,
LAKHAN LAL

49 Letter from the Principal of a School to the D E requesting him to the condone shortage in attendance

From
The Principal
Govt Higher Sec School
Shakti Nagar, Delhi
Date

To

The Director of Education,
Delhi

Subject Condonation of shortage in attendance

Sir

With reference to your office letter No dated I have the honour to inform you that the attendance of Krishan Kumar S/o Shri Sant Lal has fall short by 20

The boy bears a good moral character and is intelligent and hardworking I therefore request you that the shortage may kindly be condoned

Thanking you

Yours faithfully
RAM KUMAR

50 A letter to the Area Municipal Councillor about the insanitary conditions of your locality

F-10/17, Model Town,
Delhi-110 009
Date

To

The Area Municipal Councillor,
Model Town, Delhi

Sir

I am bringing to your kind notice that the santitary condition of our street is far from satisfactory Heaps of rubbish can be seen lying at different places The stagnat water of the ditch nearby gives out a very offensive smell As a result of these the whole street is infested with mosquitoes and flies The drainage system too is not working effectively A report of the occurrence of a few cases of cholera has been received

I therefore, request you kindly to visit the area personally for a first hand information about the whole thing In case something is not immediately done the situation may take a serious turn I hope the matter will receive your kind and prompt attention

Thanking you

Yours fathfully
CHARAN SINGH

51 A letter to the Chairman of the Delhi Transport Corporation regarding inadequate and unsatisfactory bus service in your city

30/12, Shakti Nagar,
Delhi-110 007
Date

To

The Chairman
Delhi Transport Corporation
New Delhi

Sir

I beg to draw your kind attention to the inadequate and unsatisfactory bus service in Delhi It cannot be denied that the D T C bus is the cheapest mode of travel in Delhi But the service is very irregular and unreliable

Everyday an average bus-goer fails to reach his destination in time He curses the D T C daily So waiting for a bus in a queue on the bus-stand has become very common in the capital city

Moreover travelling by a D T C bus is very risky and difficult during peak hours Passengers have to jump into or get down a running bus The drivers and conductors have become very careless and irresponsible They are neglectful of their duty too Sometimes a number of buses ply on the same route while at a other time there is no bus for hours

I therefore request you to take proper steps to improve the bus-service in the city Checking staff should be on their duty regularly The rude corrupt and dishonest officials should be punished The bus-fleet should be made adequate enough to meet the needs the public Thanking you

Yours faithfully
KARAN SINGH

52 **A letter to the Municipal Commissioner, Municipal Corporation of Delhi drawing his attention to santitary condition of your locality and complaint of low water and break down of electricity etc**

2797-Gali Rajputan,
Sabzi Mandi Delhi
Dated

To,

The Commissioner,
Municipal Corporation of Delhi, Delhi

Sir

I am a resident of Rajouri Garden I want to draw your kind attention to the deplorable condition of this neglected locality It is a tiny hell on earth It is an ugly blot on the fair name of the city and a reflection on its administration It is full of pits where water collects and breeds mosquitoes The sweepers do not sweep the streets As a result heaps of refuge lie everywhere The whole locality is infested with flies

Besides the water pressure is very low It takes fifteen minutes for a pale of water to come to its brim The tap water is available only for two hours in the morning and two hours in the evening Complaints to the local officials have not been heeded to

There are frequent power failures also The electricity plays hide and seek with the inhabitants One feels irritated and cureses the officials when is seeing a picture in T V and the electricity breaks down

I therefore, request you to take proper action and remove our grievances soon Thanking you in anticipation

Yours faithfully,
SHYAM

53 **A letter to the Manager Indian Dairy Farm Corporation New Delhi requesting him to open a milk booth in your locality**

4/43 Roop Nagar
Delhi
Dated

To

The Manager,
Indian Dairy Farm Corporation, New Delhi

Sir

I, on behalf of the residents of our locality request you to open a milk booth of your Dairy Farm in our locality The Corporation Officials have removed all the private dairy owners from the locality They have gone to some far off place of the city They have taken their buffaloes with them Some vendors come to sell the milk which is not pure They sell the milk at high rate also The milk booths of Delhi Milk Scheme do not serve all the people as all the residents have not got the tokens It is not issuing new tokens

Under these circumstances it is most essential that a new milk booth of your Dairy Farm be opened in this locality as soon as possible Hoping for an early reply in the matter Thanking you

Yours faithfully,
ATMA RAM

54 A letter to the Civil Supply Officer inviting his attention to the non-availability of items of daily consumption at ration shops

Bhaisali, Meerut
Dated

To,

The Civil Supplies Officer,
Meerut (U P)

Sir

I beg to invite your kind attention to the non availability of items of daily consumption at the ration shops in Meerut It has added greatly to the hardships of the people of this town They have to purchase the food articles in the black-market at very high prices The poor people, as well as the middle-class people have been hit hard They cannot afford to buy them in the black-market They are leading a miserable life They can hardly have two share meals a day

Essential commodities, like vegetable ghee kerosene oil and coal have disappeared from the market The hoarders and stockists are at dictating terms

I therefore approach you to look into the matter personally and arrange for the regular supply of articles of daily use at ration shops I am sure you will help the people of this town and punish the shopkeepers in case they are found guilty of creating artificial scenes of scarcity

Yours faithfully
RAM LAL

55 Write a letter to the Director of Food and Civil Supplies Controller complaining against the low quality wheat supplied at the ration shops

B-154, Ashok Vihar,
Delhi-52
Dated

To

The Chief Rationing Controller
Directorate of Food and Civil Supplies,
Civil Lines
Delhi-110 007

Si

I am sorry to bring to your kind notice that the wheat supplied at the Ration Depot No 841 near D E S U Office Ashok Vihar, is of inferior quality It is not indigenous The owner is distributing this wheat with low quality wheat

I trust that the shopkeeper mixes some other wheat after bringing it from the stores He also sells cereals of inferior quality I made a complaint to the Inspector who was on his visit but he seemed to have taken no notice of my complaint I am sure you will personally look into the matter I request you for an early action in the matter Thanking you

Yours faithfully,
ROSHAN LAL

56 **A letter to the Director All India Radio New Delhi suggesting improvement in the School Radio Programme**

B-143, Rana Partap Bagh,
Delhi-110 007
Date

To

The Director,
All India Radio,
New Delhi

Sir

The All India Radio has been rendering a very useful service to the student community through the School Programme On the whole, the school broadcasts are very good But certain improvements can make them better I may kindly be permitted to suggest the following improvements

Reviews about recent books meant for children should also be broadcast This will encourage young poets and writers

I therefore suggest that even during holidays and vacation programmes for the school students should be broadcast The students will thus remain in touch with their studies I hope that these suggestions will be found useful

Thanking you

Yours faithfully
KAMAL

57 **A letter to sport dealer about the defective material supplied by him**

Ramjas Hr Sec School No 3
Kucha Natwan
Delhi
Date

To

Messrs Uberoi Sports Ltd,
Connaught Place, New Delhi

Dear Sirs

As secretary for games and sports, I want to invite your attention to our order placed with your firm on December 11, 1979 Some of the articles supplied by you to our school were found defective We had clearly mentioned in our order that you should supply the material according to the specimens kept by us at the time of selection But unfortunately most of the articles supplied by you are not of the quality approved by us

The cricket bats are not made of English Willow They are parchmented We never ordered these The football covers are not of the shape same as required

Your firm has been supplying quality goods to us during the previous years and we had no complaint whatsoever I hope you will replace these articles without any delay Thanking you

Yours faithfully
PANNA LAL

58 A letter to the Manager Delhi Cloth Mills Delhi asking him if the students can visit the mills on any Saturday afternoon

Govt Higher Sec School
Jama Masjid, Delhi
Dated

To,

The Manager,
The Delhi Cloth Mills
Delhi

Sir,

The students of our school are very eager to see the working of your mills They want to have a first hand knowledge of the manufacture of cloth Our science students are interested in looking at the machinery that manufactures cloth, while the civics students want to study the working conditions of the labourers

As Secretary for excursions I request you to allow us to visit the mills on any Saturday afternoon Our Principal told me the other day that you had been a student of this school for five years I was very glad to know this Now I feel that we are the members of the same family I hope you will readily grant permission to your brethren to see the mills

We have 45 students in the Class X, All of them will visit the mills I assure you that all of them will behave in an orderly manner Kindly arrange for a guide who may explain the working of the various machines

Kindly let us know the time and the date when you will allow us to visit your mills

I shall be eargerly waiting for an early reply Thanking you

Yours faithfully,
RAMESH

59 A letter to the captain of a team for a friendly match

Ramjas Hr Sec School No 4
Chitra Gupta Road New Delhi
Date

To

The Captain
Hockey Team,
Butler Hr Sec School New Delhi

Dear Sir

I request you kindly to arrange to play a friendly match with us on our school grounds on February 22 1976 at 4 p m Please let me know if this arrangement will suit you

Sh G M Bhatia has very kindly consented to act as one of the referees I hope you will arrange for the second referee

Kindly inform me if you accept our request Thanking you

Yours truly
RAMESH

60 A letter to the General Manager Tele communications Eastern Court, New Delhi requesting him to restore your telephone connection

435 Lucknow Road,
Delhi
Dated

To,

The General Manager,
Tele Communications,
Eastern Court,
New Delhi

Sir,

I request you to restore my telephone connection No which was cut off last month through some misunderstanding

I have now personally explained the position to the bill clerk concerned My explanation has convinced him and he has issued me a clearance chit Herewith I am sending this chit in original I hope you will kindly look into the matter and take necessary steps to get the needful done

Thanking you

Yours faithfully
SUBHASH

61 A letter to the S H O reporting a case of theft

4/24 Roop Nagar
Delhi-110007
Date

To

The Station House Officer,
Roop Nagar, Delhi

Sir,

I beg to report a case of theft in our house We had locked up all the doors of the house before going to bed In the morning, when we woke up we found that all the locks had been broken Some thieves broke out our house Our clothes and other articles were lying scattered here and there in the rooms All our gold ornaments weighing about 150 grams had been taken away The thieves had taken away Rs 500 which I had kept in my suit case I reported to the nearest police-post and requested the incharge to accompany me to have this theft first hand knowledge of the whole situation But he did not come with me I could not persuade him to come to my house inspite of my best requests I think his visit to the place of theft might have helped him in investigating the matter

I think that the nomads who have pitched their tents in the nearby fields have committed the theft Some days back there was a similar case of theft in our locality Unfortunately no action was taken in the matter

I hope you will very kindly look into the matter and institute a through inquiry and get the culprits rounded up

Yours faithfully,
KANWAL NAIN

62 A letter to the Inspector Police Station Kotwali Delhi reporting that your brother has not returned home from school Give particulars of your brother his dress etc and request that the Missing Persons Squad should take immediate action

To,

The Inspector of Police
City Police Kotwali Delhi

B/154 Ashok Vihar-I
Delhi-110052
Dated

Sir

I beg to report that my younger brother has not returned home from school today He is a student of class VI of Government Higher School of this locality His school closes at 6 35 p m It becomes dark when his school is over Today he came out his school with his class fellows Later each took his way But he has not so far reached home It appears some bad character of the locality or some child lifter has misled him

He is 11 year old He has fair complexion His hair is curly and long There is a small mole under his right eye He was wearing the school dress His coat was blue His shirt was white and his pant was Khakhi He was wearing black shoes He was carrying a bag of books with him

The whole of the family is upset at his sudden disappearance His mother is having fits to learn this I therefore request you to inform the Missing Persons Squad immediately and take immediate action in the matter to trace the boy

Thanking you

Yours faithfully
PREM DEEP

63 A letter for increment/Promotion

To

The Manager,
Consultant Corporation of Industries
Chawri Bazar Delhi

4/24, Shakti Nagar
Delhi
Date

Sir

I beg to bring to your notice for favourable and sympathetic consideration I have been in the service of your company for the last three years and I had performed my duties to your entire satisfaction during this period

I had been officiating as an an Accountant in leave vacancy and discharged my duties efficiently diligently and satisfactorily during this period

I have not been given any increase in my pay so far despite additional work entrusted to me

It will be very kind of you to reward me an increment and also consider my case for promotion as an Accountant Thanking you

Yours faithfully
MOHAMMAD EQBAL

64 A letter to the Superindental of Police drawing his attention to the dedeniorating law and order situation in your locality

Freeganj Mohalla
Delhi
Dated

To

The Superintendent of Police
North District Delhi

Sir

I beg to draw your kind attention to the deteriorating law and order situation in our locality Theft pick pocketing and cheating have become the common things of life Murder robbery and kidnapping are on the increase

A large number of bad characters of Delhi haunt this place thinking that the long arm of law will not reach them They are busy in doing their activities at all hours of the day They go about knives in hands terrorising the people They demand money from the shopkeepers and threaten them in lieu of There have been several cases of robbery in broad day night

These bad characters also haunt girls schools and colleges They tease them by passing filthy remarks The people of the locality are very much afraid of them They dare not to raise their little finger against them for fear of being stabbed or murdered These rogues commit all sorts of crimes knowing full well that the people dare not to report the matter to the police

I therefore, request you to take prompt action in the matter and improve the deplorable law and order situation I am sure that you will rise to the occasion and come to the restless of people of our locality Thanking you

Yours faithfully
RAM LAL

65 Letter of resignation from the post

10 Naiwala
Karol Bagh,
New Delhi-5
Date

To

The Manager,
Consultant Corporation of Industries
Chawri Bazar, Delhi

Sir

I beg to submit that I have been appointed as a Manager in Brook-bond Tea Company in Delhi Branch and have been asked to resume my duties there within a period of one month I therefore tender my resignation from my present post

It was a pleasure for me to work in your company and I am really very sorry to leave it I shall always remain indebted to you for the encouragement and experience I received in your company

I therefore request you to accept my resignation from the post I am at present holding from the first of next month

Thanking you in advance

Yours faithfully
JAGMOHAN

66 A letter to the Postmaster complaining against the Postman for irregular delivery of the post

18 Bunglow Road,
Delhi-110 007
Date

To

The Postmaster,
G P O , Kashmiri Gate Delhi

Sir,

I am very sorry to bring to your kind notice that my letter are not properly delivered at my residence The Postman throws them near the door in a careless manner He does not take the trouble of putting them into my letter box that I have put up just near the entrance to my house My name is written on this letter-box in bold letters I have, requested him many times to put all my letters into this letter box Unfortunately all my requests have fallen on deaf ears

Recently I did not receive two very urgent letters Consequently I had to suffer a great loss I am, therefore, obliged to complain against this careless Postman of the area I am sure you will personally look into the matter and instruct him to put all my letters into my letter box I hope you will take a prompt action in the matter

Thanking you
Yours faithfully
MADAN LAL

67 A letter to the Director Television Centre New Delhi telling him about the TV programmes you (a) enjoy, (b) dislike, and (c) those you would like to be introduced

30/12 Shakti Nagar
Delhi-110 007
Date

To

The Director,
Television Centre, New Delhi

Sir,

I beg to bring to your kind notice my impression about the TV programmes TV is proving to be a very useful medium of education and entertainment It entertains as well as teaches us The subject-matter becomes living and meaningful

I enjoy the TV programmes Ghar Pariwar School TV Programme Krishi Darshan and Feature Film in Hindi 'Ghar Pariwar programme teaches us to make our home sweet and happy In School TV lesson in English improves our manner of speaking Lessons in science subjects are very useful because students can pict up things easily by seeing a practical demonstration on the screen

I would request that lesson in all the school subjects should be telecast, so that TV may prove to be a useful and more attractive

I hope you would understand and meet the needs of the common people in a right manner and my comments and suggestions would also be given a favourable consideration Thanking you

Yours faithfully
RAM DHAN

68 **A letter to the Transport Commissioner Delhi reporting against a scooter driver who has charged fare in excess of the fixed rate**

R/909 New Rajendra Nagar
New Delhi
Date

To

The Transport Commissioner
Delhi

Sir

Yesterday I travelled by the scooter rickshaw No DIR 840 from the Railway Station to my residence at Rajendra Nagar Before getting into the scooter I noted down the reading of the meter which stood at 1947-5 I asked the scooter driver also to note the reading But he said to me I would not mind if you do not pay me even a single paise I am not dishonest like other scooterdriver' I took him to be as good as his words and felt happy

After about 20 minutes the scooter reached my house I said to the scooter driver How much should I pay? He said to me Pay me only two rupees I looked at him with a great surprise and said Just read the meter It stands at 1953 4 It means I have travelled less than 6 kilometers So you cannot charge me more than one rupee and ten paise My argument did not convince the scooter-driver His soft tongue now became very sharp

He said so many other insulting things I thought it wise not to enter into further argumen with that rude fellow I paid him the money in the presence of some neighbours Thus, he insulted me as well as overcharged me

Now I request you to look into the matter and take necessary action against this scooter-driver Thanking you

Yours faithfully
OM PARKASH

69 **As the Games Secretary of the school a letter to a sports dealer ordering some sports goods**

Ramjas Hr Sec School No 3
Kucha Natwan Delhi 6
Date

To

Mess's Uberoi Sports Ltd
Conaught Place New Delhi

Dear Sirs

We are pleased to place the following order for sports and games materials with your firm The articles should be supplied with in a week of the receipt of this order They should be according to the specimens selected by the Sports Purchase Committee If they are not found according to the quality and type mentioned below, we shall reject them and our order will stand cancelled

S No	*Name of articles*	*Quantity*	*Make*
1	Football covers	one dozen	Matchless
2	Bladders	one dozen	Standard
3	Inflators	one dozen	Supervisor
4	Cricket bats	half dozen	Hazara
5	Cricket balls	two dozen	Victory Spcl
6	Hocky sticks	one dozen	Dhyan Chand
7	Hockey balls	one dozen	Uberoi Special

Thanking you

Yours faithfully
GYAN CHAND

70 Letter from the parent regarding enquiring about child s progress in the school

To

The Principal
Ramjas Higher Sec School
Chandni Chowk Delhi

133-D, Kamla Nagar
Delhi
Date

Dear Sir

I beg to state that my son named is a student of 9th Class of your school

Since I had been out of station for the last 4 months on official tour and during this period I could not pay attention towards the studies of my child

It would ve very kind of you if you please let me know how he is progressing in his studies

In case his work is not up to the mark I will make adequate arrangement at home for extra coaching so that he may make up his deficiency in the subjects in which his work is not satisfactory I shall feel highly obliged to you for the co operation in the matter

Thanking you

Yours faithfully,
JOSEPH

71 Reply letter from the Principal in response to the Parents enquiry about his son s progress

To

Dear Vinod ji Sharma
133-D Kamla Nagar Delhi 7

The Principal
Ramjas Hr Sec School
Chandni Chowk Delhi
Date

Dear Sir

Referece to your letter dated fegarding your son s progress I am to state that your son named student of 9th class is a bit careless and remains-in-attentive in the class and is too much talkative

He is an intelligent boy and can easily come up to the mark if he takes interest in the studies and attends the classes regularly

I may suggest that he needs special coaching in English and Mathematics

In case you give a bit-attention towards his home work his deficiency will be improved considerably

I am sure he can show better result next time It is certain that he will surely get through the examination with flying colours this year

Any service for me

Thanking you

Yours faithfully,
I S KHOSLA
Principal

SECTION 7

IDIOMS & PHRASES

IDIOMS & PHRASES

Language is a living thing and it changes by passage of time In this very change the enrichment of vocabulary forms a very important part The use of new terms and phrases is a part and parcel of the knowledge

Word language is one of the most powerful media of communication of expression of thoughts and ideas It is not only important to convey our ideas but also it is essential that the same are communicated clearly, effectively precisely and lucidly It should be remembered that preciseness is not at the cost of completeness Howsoever, good and sublime our ideas and thoughts may be, but if they are not expresed in an expressive language the very purpose is defeated and fail to achieve the desired result The object remains obscure The purpose of good language is clarity of expression and effective and impressive communication of our ideas so that it is understandable even to a lay man Our expression should not lead to ambiguity English language is a vast store of idioms & phrases and so it is very essential that we should know their appropriate use befitting to the occasion It is, therefore necessary that we should have command over English language The idioms and phrases are like flowers and add to the beauty of our expression They give a peculiar light and glamour in our conversation when the same are properly used We cannot dispense with the use of Idioms and Phrases in our daily life as it makes our language flowery Their use plays a very important role in English language It is as important as salt to our vegetables The prosperity and development of English language chiefly depends upon the use of Idioms and Phrases

In case we possess a good knowledge of Idioms and Phrases it will be very useful to us while writing or speaking It ensures confidence in a speaker while addressing the audience or a congregation of people

Every possible effort has been made to compile an exhaustive and illustrative list of Idioms and Phrases of daily use along with their appropriate use in sentences

I am Confident that my labour will bear a sweet fruit and the readers will be benefitted to a great extent

IDIOMS & PHRASES

A

Above board (Honest)
He is above board in his dealings

Abide by (Follow)
We should abide by the canons of morality

Abeyance (In a state of waiting)
This post has been held in abeyance

ABC (Elementary knowledge)
He does not know ABC of technology of radio mechanism

In accordance with (According to)
Your deeds must be in accordance with your promises

In agreement with (According to one s agreement)
The supplies should always be in agreement with previous quotations

According to (in conformity with)
You should act according to the advice of your parents

Above all (Before everything)
Mohan is gentle and industrious but above all he is humane and sympathetic to others

Again and Again (repeatedly)
I have warned him again and again not to keep a bad company but he turns a deaf ear to my advice

All and Sundry (Everyone)
He invited all and sundry to his marriage party except Ram

After all (Inspite of all that has happened)
After all he is your father you should respect him

Apple of one s eye (Very dear) (Valuable)
He is the only son of his parents and as such he is the apple of his mother s eye

As a matter of fact (In reality)
As a matter of fact he is not a party to this case so the question of his involvement does not arise

At arm s length (Keep away avoid)
He is a rogue of the first water keep him at arm s length

At a stretch (Continuously)
Mohan is a laborious student he can read for eight hours at a stretch

At all costs (Whatever the cost may be) (even in adverse circumstances)
Come what may I will help you at all costs

At all events (Whatever may happen)
I promise to stand by you at all events

At the advent of (Very soon before the occurence of the event)
At the advent of monsoon I got my house repaired

To raise an alaram (To shout loudly in the state of panic)
- When the thieves broke into the house the ladies raised an alarm

All moon shine (False or untrue statement or far from reality)
- The assurance given by the officer to consider the case favourably is nothing but all moon shine

All over (Completely thoroughly)
The account is very important please check it all over once again before submission to the officer

Once for all (Finally)
I have told you once for all that I am not going to help you in this matter

All round (In all respect)
India has made all round progress since independence

To come of age (To become major) or (To attain the age of maturity)
Now she has come of age and has a legal right to choose her life partner

To hanker after (To seek eagerly)
He is a miserly fellow and always hankers after money

To give an affront to (To insult some body)
He is very much out spoken and dares not to give an affront to his officers

At a stone s throw (Very near)
My house is at a stone s throw from the office and I can easily walk on foot

At One s finger s ends (Thorough knowledge)
The tables are at my finger s end

At One s discretion (One s own choice or pleasure)
I can permit you to leave office early at my discretion

At stake (In danger)
My honour is at stake you should help me at this critical hour

At the eleventh hour (at the last moment)
He has changed his decision at the eleventh hour and left me in the lurch

At the risk of (Facing danger of one s life)
He saved the drowning child at the risk of his life

At the top of one s voice (To cry at the pitch of voice)
Seeing the lion he raised a hue and cry and cried at the top of his voice for his rescue

An axe to grind (To gain personal motives)
Don t be taken in by his oily tongue he has an axe to grind in this matter

All along (throughout)
I had all along considered him my well wisher but he has played false with me

Apple of discord (cause of strife bone of contention)
This small property has become an apple of discord between the two brothers and now they are not even on speaking terms with each other

Arm in Arm (with arms interlinked)
The newly married couple walked arm in arm in the Talkatora garden

To give a good account of (to be successful)
He gave a good account of his knowledge in teaching the ancient History of India

To take into accounts (To consider or to make an allowance)
The Director took into account his past services and dismissed him for his negligence

To no account (useless worthless)
The goods cannot be accepted as the same are of no account to us

To bring to account (to hold responsible)
The clerk was brought to account for his mis behaviour

Act of God (A result of natural forces unavoidable event)
The act of God must be endured becacse they are beyond our control

Act upon (To do according to our advice)
You should act upon the advice of your elders otherwise you will come to grief one day

Act upto (To do one s duty, to act in a suitable way)
I am sure you will act upto your promise and clear your account by the end of this month

B

Bad Blood (ill feelings)
The property created bad blood between the two brothers

Backbone (essential part)
Mr Mohan is the back lone of his family

Back up (To support)
The commander backed up the soldiers of his Army to fight bravely against the enemy

Bag and baggage (completely leaving nothing behind)
He left India bag and baggage

Beast of prey (carnivorous beast)
The lion is a beast of prey

Beast of burden (Load carrying animals)
The donkey and the mule are beasts of burden

Bed of thorns (full of troubles)
The life of a military man is a bed of thorns

Bed of roses (comfortable life)
Life is not a bed of roses

Below the mark (less than the required standard)
He was dismissed from the services as his work was below the mark

Beside the mark (not to the point not relevant)
A major part of his speech was beside the mark

Bad debt (irrecoverable debts)
Every business man makes a provision to write off bad debts

Bad Coin (base coin)
Millions of bad coins are still in circulation in our country

Back out (to go back of one s promise to refuse after consenting)
Generally fair weather friends back out of their promise They are not dependable

To keep the ball rolling (To continue the conversation)
This silence is unbreakable we should set the ball rolling

To lose balance (To be upset to get angry)
One should not lose balance even in adverse circumstances

To hang tremble in balance (not yet solved)
The problem of Kashmir has been hanging in fire since India got her independence

To strike a balance (to be within means to maintain the balance)
One should always strike a balance between one s income and expenditure

To Bank upon (To depend upon)
We cannot bank upon the selfish friends

Into the bargain (extra gift as an additional item)
I bough two T V sets and got a sewing machine into the bargain

Between you and me (strictly confidential)
It is strictly between you and me, do not divulage the secret please

Between two fires
He is between two f res and connot decide whether he should appear in the exami nation or serve his ailing mother

Beyond dispute (undisputable)
It is beyond dispute that the property is Hindu undivided family property

Beyond doubt (undoubtedly)
His horesty is beyond doubt

Better half (wife)
One should always seek the advice of one s better half before taking any step

Birds of feathers (Persons of same views)
Birds of a feathers flock to gether They are all birds of a feather

Birds of passage (Migratory one who travels from one place to another)
He has passed his High School examination and now he is only a bird of passage

Black and white (In writing)
Every contract should be entered into black and white

By dint of (by means)
He passed the examination by dint of hard labour

By its and starts (Irregularly)
Those who study by fits and starts never succeed in the examination

By leaps and bounds (To progress rapidly)
India has been progressing by leaps and bounds since independence

To bear a grudge (to carry ill will)
He bears a grudge against me

To beat about the bush *(To talk of here and there)*
Don t beat about the bush come to the point

To beat Black and Blue (To beat mercilessly)
The Police Inspector beat the thief black and blue in order to find out the *true* facts of the case

To blunder away chances (To lose chances)
W se men never blunder away opportunities

To break up (To dissolve)
Our school will break up for summer vacations on 15th May

His bark is worse than bite *(To use harsh language but to act mildly)*
You should have learnt by this time that my father s bark is worse than h s *bite*

To blow hot and cold (To *support* and oppose at the sametime)
I cannot trust you because you blow hot and cold in the same breath

To break into (To enter secretly)
The thief *broke into the house at midnight*

To break the ice (To start speaking)
Everybody was silent It was Mohan who broke the ice

To break one s spirit (To discourage)
It is not good to break one s spirit

To bring round (To persuade)
I will try to bring him round to my views

To bring to mind (To recollect)
I cannot bring to mind what he had said about him

To bring to light (To reveal)
His statement has brought all the facts to light

To build castle in the air (To make imaginary plans)
You should not build castle in the air it is very difficult for you to fight against him

To burn the candle at both ends (To spend lavishly)
One should save money against a rainy day it is not good to burn the candle at both ends

To burst into tears (To break into tears)
As soon as she heard the news of her mother s death she burst into tears

To bury the hatchet (To make peace)
Let us bury the hatchet and be friends again

To bear one hard (To be un friendly)
Coarse cloth bears me hard

To bear a hand (to help)
We should bear a hand in difficulty to each other

To bear in mind (To remember)
You should bear in mind that fair weather friends are not dependable

Bed ridden (confined to bed)
It is long since he has been bed ridden

To beg pardon (To ask for forgiveness)
The clerk bagged pardon for his negligence and the officer was kind enough to for give him

Beggars cannot be choosers (Those who want favour should not criticise)
Foreign aid is always acceptable beggars cannot be choosers

To bell the cat (To run the risk of facing an enemy)
It is admitted fact that the officer is very corrupt but none dares bell the cat

Below one s dignity (below one s position)
It is below my dignity to ask for his help

To hit below the belt (To strike unfairly)
It is bad to hit below the belt of your friends to discuss their private life

To betray the trust (To deceive)
The clerk of the firm betrayed the trust of his master and disclosed the secrets of business to the Income Tax authorities

To talk big (To talk boastfully)
He always talks big and do nothing

Jail bird (who frequently goes to jail)
He is a jail bird and a confirmed offender

A Black sheep (A disreputable man)
No society is free from black sheep

A bird in hand (that is actually in possession)
A bird in hand is worth two in the bush

Black mail (Money exorted by threat)
It is very difficult to get money by black mailing me

Black market (illegal market where things are sold at high rates)
Imported goods are generally available in black market

Block head (Silly fellow)
She looks upon her husband as a block head

A wet blanket (to kill a joy)
Don t take him on picnic he is nothing but a wet blanket

A blessing in Disguise (Something which appears unpleasant in the belonging but proves blessing in the end)
A teacher s beating *often proves a blessing in disguise*

C

To call on (To pay a visit at some body s house for a short *time)*
To morrow morning I will call on Ram to finalise this issue

To call for (To demand)
The Police called for some other men of the locality to investigate the case thoroughly

***To call in** (To send for)*
The condition of the patient is critical please call in the doctor at once

To call in question (To doubt the bonafides of some one)
Ram is very sincere and his honesty cannot be called in question

Capital punishment (Death sentence)
He was awarded capital punishment in the murder case

Cat s paw (To be a puppet in the hands of someone)
He is a cat s paw in the hands of his wife

Cat and Dog life (Quarrelsome)
The husband and wife have been leading a cat and dog life since their marriage

A chicken hearted fellow (A coward person)
He is a chicken hearted fellow don t expect any heroic deed from him

Cheap and nasty (Things which are very cheap and are of poor quality)
He is a stingy *fellow and always goes for cheap and nasty things*

To speak by the card (To speak well and to the point)
He has a balanced mind and always speaks by the card

***To care a fig** (Not to give much importance)*
He may come or not I care a fig for him

Cast down (To depress or lower down)
God has supreme power to cast down or uplift His ways are always mysterious

Cock & bull story (A false story)
Your statement is incredible it appears like a cock and bull story

Cold blooded murder (Mercilessely un provoked murder)
The *assassination* of Mahatma Gandhi by Nathu Ram Godsay *was a cold blooded* murder

Crocodile tears (False tears)
His intention is malafide you should not believe his crocodile tears

Close fisted man (A miserly fellow)
Do not expect any financial help from him, he is a close fisted man

To call off (To withdraw)
The demands of the labourers were met and consequently they called off their strike

To call to mind (To remember or to recollect)
I cannot call to mind what he had remarked about his character

To call to account (To call for an explanation)
He was called to account for his misbehaviour and negligence

To call names (To abuse)
It does not behaves gentlemen to call names to others

To call a spade a spade (To speak frankly and clearly)
Only a man of principle and character can call a spade a spade

To cap the climax (To cross the limit)
His rude and insolent behaviour capped the climax and as a result of it he had to suffer a lot for it

To carry the day (To win to be successful to be victorious)
Babar carried the day in the first battle of Panipat

To carry weight (To be forceful influential)
Your arguments do not carry weight

To cast a slur (To denounce to disgrace to bring bad reputation)
He is a notorious man and his bad deeds have cast a slur on the fair name of the family

Change one s mind (To change idea or one s opinion)
He has changed his mind at the eleventh hour

Change hands (Change owners)
This property has changed hands once only during the last decade

Clean slate (A fresh start)
Let us have a clean slate once more and be friends again

Cock sure (Very certain definite)
He was cock sure that Ramesh was a party to this case

Come by (To get)
How did you come by this book ?

Come about (To take place)
How did this state of things come about is still a secret ?

To come round (To agree)
He has come round to my views

To cut no ice (Fail to make any impression)
Your suggestion was quite germane to the issue but cut no ice in the meeting

To crow over (To praise over his success/achievements)
He is in the habit to crow over his achievements

To cut a sorry figure (To make poor show)
He cut a sorry figure in his maiden speech

To cry for the moon (To ask for a thing which is beyond one s reach)
To ask for his financial help is just to cry for the moon

Come to grief (To fall into trouble)
Mind your ways otherwise you will come to grief one day

To come to light (To be revealed)
Now his underground policy has come to light and nobody will be taken in by his oily tongue

To come to point (To speak clearly/frankly)
Do not beat about the bush, come to the point atonce

To come to a stand still (To stop)
He has fallen short of funds and his whole scheme has come to a stand still

D

To speak daggers (To speak bitter words)
The officer spoke daggers with the clerk when the latter attended the office late

At daggers drawn (bitter enemies having bitter hostility)
The two brothers who were friendly with each other now are at daggers drawn over a small property

In the dark (In ignorance)
I am completely in the dark about your plans and cannot offer any comments at present

Broad day light (Openly in the presence of all during day time)
There is no law and order in th• country and the dacoits commit dacoity in broad day light and go scot free

At dead of night (In the mid-night)
The rich merchant was killed at dead of night and his house was plundered by the dacoits

Dead letters (A letter whose addressee is untraceable)
Generally the dead letters are sent to the senders by the Post Office

Age of discretion (Time of maturity)
The girl has now reached the age of discretion and is at liberty to marry at her will

Beyond Dispute (At which cannot be disputed)
This is beyond dispute that he is a good boy

To do full justice (to do a thing thoroughly)
He did not argue the case because he doubted his capability to do full justice to

Day by day (everyday)
India has been progressing day by day since independence

Dead language (A language which is no longer is spoken)
Pali is a dead language these day

Dead tired (Completely exhausted)
I am now dead tired and cannot walk further

To dance attendance on (Try to please a person)
He dances attendance on his officer to get promotion out of turn

To drop through (Failure)
His plan dropped through for want of sufficient fund

To draw a line somewhere (To be restrictive at some place)
You are very much out spoken and talkative these days, you must draw a line some where

To disperse with (To finish to end to terminate)
His services were dispersed with for frequent absence
To draw blank (To get nothing)
Prem Chand struggled through his whole life but drew a blank in the end
To draw near (Approaching fast)
The examination is drawing near you should work day and night
To die in harness (To die while in service)
Mahatma Gandhi served the nation and died in harness
To do a good turn (Noble act an act of kindness)
It should be our aim in life to do on good turn every day
By dint of (Due to one s continued efforts)
She won the scholarship in the examination by dint of her hard labour
To do away with (To abolish to get rid off)
We should do away with untouchability as it is a social evil
To die out (to come to end)
The caste system has nearly died out in India as it is a social evil
To die in shoes (To be slaughtered)
The Prime Minister of Congo died in shoes
To drink hard (To give wine in excessive quality)
As he is a hard drinker he has completely ruined himself
Drink off (To drink at a draught)
He drank off whole glass of syrup and wished for one more
At the discretion (according to one will)
The grant of leave is at the diecretion of the officer It cannot be claimed as a matter of right
To do away with (To get rid off)
We cannot do away with the essential servcies
Double Mind (A person who is indecesive in mind)
Do not depend upon him he is double minded
To run down (to speak against)
We should not run down our near and dear
Dog sleep (Light sleep)
Generally the old men enjoy a dog s sleep
Double dealing (A deceitful person)
He has an axe to grind so he is following a policy of double dealing
Death s Door (Near death bed about to die)
His day s are numbered he is at the death s door



To end in smoke (Come to nothing)
Consequent upon his father s death all his hopes ended in smoke
Ever green (Always fresh and green)
A thing of beauty is a joy for ever and it is ever green
The ever lasting (God the Almighty Immortal)
The ever lasting knows better what has been Instore for us

See eye to eye with (To agree with)
I hope Ram will see eye to eye with us in this matter

Eye witness (The man who has seen the incident with his own eyes at the time of its occurrence)
The eye witness made the clean breast of the fact that the driver killed the baby due to his rash driving

To eat the words (to back out one s promise)
Do not bank upon him *he is in the habit of eating his words*

To turn a deaf ear (To refuse to pay attention)
The gamblers turned a deaf ear to their friends/Parents/relatives advice

To keep an eye (To watch carefully)
Please keep an eye on the new servant he seems to be a pick pocket

Every now and then (very often)
I will be coming to see you every now and then

Every inch (Completely)
You can trust him he is every inch a gentle man

To end in a draw (To end without any decisive result)
The cricket match between India and Australia ended in a draw

To eat words (To go back one s promise)
Do not believe what he says as he is habitual to eat his words

To eat the humble pie (to face humiliation)
It is all due to him that he had to eat humble pie before all and had to cut a sorry figure

To eat the air (To be deceived by hopes)
He had to eat the air when his relatives refused to help him financially

Eat into (To enter by corrosion)
Rust eats into iron

To no end (Without any result)
All his plans finished to no end

No end (limitless boundless)
There is no end to God s mercy

F

Face to Face (opposing one another)
I want to discuss with him face to face to decide the matter amicably

Fish out of water (*in a difficult situation*)
He was transferred to Calcutta and felt himself like a fish out of water in the new city

Fair and square (Honest)
We should always be fair and square in our dealings with our friends

A Fair weather friend (Friends who fall of or desert in adversity/trouble)
Fair weather friends are not *dependable and reliable they can turn hostile any* moment

Far and near (Everywhere)
He is known far and near for his hospitality and charity

Far and away (To a large extent)
Pt Jawahar Lal Nehru was far and away an eloquent speaker and always *delivered* extempore speeches

Far and wide (From distant places)
Taj Mahal is a unique building in the world and people come to see it from far and wide

Few and far between (Rarely)
Your visits are few and far between as you only come once in a blue moon

First and foremost (First of all)
It is our first and foremost duty to serve our country

For good (For ever)
He has left his country bag and baggage for good

Flesh and Blood (Human nature)
No flesh and blood can stand such a contemptuous treatment at the hand of his relatives

For want of (In the absence of)
His scheme fell through for want of funds

For the sake of (Purposely)
Mahatma Gandhi sacrificed his life for the sake of Nation

A Fool's Paradise (Imaginary world s Pleasure)
If you think that you can become a multimillinaire over night you are living in a fool s paradise

Fatal disease (A disease that ends in death)
Tuberculosis is a fatal disease

Feather headed (Stupid fellow silly fellow)
This thing is beyond his understanding he is a feather headed person

To flog a dead horse (To waste one s labour)
To ask him for monetary help is nothing but to flog a dead horse as he is a miser of the first water

French leave (Leave without permission)
He is in the habit enjoying french leave

From time to time (Occasionally)
I will inform you from time to time about the latest developments of the case

From top to Bottom (Completely)
The high peaks of Himalayas are always covered with snow from top to bottom

To fall back upon (To depend)
When he was dismissed from his services he had none to fall back upon

To fall out with (To quarrel)
It does not behave you to fall out with your friends on trifles

To fall flat (Not to pay any heed)
All my advices fell flat upon him

To fall a prey (To become a victim)
In case you do not leave your bad habits you will fall a prey to vice one day and repent the whole life

To fall short (To be deficent lacking to be in want)
When we fell short of funds we had mortgaged the property to some one

To be fed up with (To be tired)
I am fed up with you as your treatment is always partial

In the family way (Pregnant)
These days she is in the family way and cannot do much labour

In a family way (In a domestic manner)
It is always good to settle the matter in a family way

In the face of the day (Openly)
He murdered his opponent in the face of the day

To pull a long face (To look sad a state of despondency)
When I refused to help him he pulled a long face

Fair name (Good reputation)
He is a slur on the fair name of his family

Fair aim (Good aim with a weapon)
He took a fair aim with his gun and fired

A Fair hand (Legible hand writing)
He got good marks in the examination due to his fair hand

Fair deal (A fair and just transaction to both the parties)
He has earned a good name due to his fair deal

Fair Sex (Ladies)
He has a soft corner for fair sex

To find fault (To criticise)
He does not work but finds faults with others

To fish in troubled water *(To gain an advantage by interfering in the dispute of other)*
When the two parties fought with each other the third party tried to fish in the troubled water

To follow suit (To follow example)
He joined the union and all the rest followed suit

To foot the bill (To make payment)
When they finished the lunch the host had to foot the bill

To feel for (To feel sorry)
He felt for what he had done

Free from *(To release)*
This point is still not free from doubt

Flat denial (Blunt refusal)
She flatly denied that she was not a party in the case

One flesh (As one person)
The newly married couple are one flesh and soul

To fight shy (To hesitate)
Never fight shy speaking the truth



To Gird up one s loins *(To prepare for a combat Preparation in earnest)*
The final examination is near at hand now gird up your loins if you want to get through it

To give in (To surrender admit defeat)
Come what may he is not going to give in

To go back upon (To reverse a promise not to keep one s words)
It is not fair on your part to go *oack upon your stipulated promise*

To make good (To compensate a loss)
You shall have to make good of my loss

Great with a child (Pregnant)
These day she is in the family way and seems great with a child

Green eye (Jealousy grudge)
Her green eye will bring her downfall one day

Against the grain (Contrary to inclination)
It is difficult to work against the grain one can take the horse to water but cannot make him to drink

To grease the palm (To bribe)
It is very difficult to get the work done unless you grease the palm of the concerned officer

To be on good terms (To be friendly)
These days I am not on good terms with Kumar so I cannot recon mend your case to him for promotion

In the prime of grease (Fit for being killer)
The goat is in the prime of grease

A big gun (A very important person)
Mohan Lal is a big gun and can get your work done in no time

As sure as gun (defenitely surely)
He will pass I A S examination as sure as gun

Grim Visaged (A stern looking)
His mother is a grim visaged old woman

To get rid of (To leave)
He is a constant headache for me I want to get rid of him

To get through (To pass in the exam)
It is certain that he will get through the exam

To gain the ground (To progress)
India has been gaining the ground since independence

To gain the day (To be victorious)
India will gain the day in the Cricket match against Pakistan

To give up the ghost (To die)
He gave up the ghost last evening

To go ahead (To go in front or before)
Ram went ahead and informed the bride s parents of Barat s arrival

To go without (Lacking some thing)
I can go without milk , I have control on myself

To go hand in hand (To work unitedly)
In case we go hand in hand we can surely achieve success

To go through fire and water (To be ready to face any difficulty)
I am always prepared to go through fire and water for you

To go to the dogs (To be ruined)
Let him go to the dogs I care a fig for him

To go to bed (Sleep)
During examination days I generally go to bed late hours at night

To go off (To be fired)
Due to rains the gun did not go off and thus the life of the rich me chant v

To give way (To sink)
The wall of the room gave way and the house collapsed

To get into hot water (To get into trouble)
You should mend your ways otherwise you will get into hot water

H

Hand in Hand (Jointly)
If we work hand in hand success can be guaranteed

Hand and glove (Very intimate)
Once they were hand and gloves but now they are at daggars drawn

Hard of hearing (Somewhat deaf)
He is hard of hearing please speak a bit loudly

Hard nut to crack (A difficult problem)
To the solve Kashmir problem is a hard nut to crack

Half hearted (lacking courage)
He made half hearted efforts and thus he failed in the examination

From hand to mouth (hardly)
He cannot help you he himself is living from hand to mouth

To hang on (To cling to)
This business is not paying at all but even then we will hang on to it till the close of the financial year

Head over ears (absolutely blindly)
She is head over ears in love with my son

Hair standing on end (To be terrified a sign of fear)
Seeing a lion he was bewildered and his hair stood on end

A hair breadth escape (A very narrow escape)
My scooter struck against a car but thank God I had a hair breadth escape

A handful of (Small quality)
He gave me a handful of wheat

To wash one s hands off (*To disclaim the responsibility*)
He did not like his proposal and so he washed his hands off in the matter

Hard boilded (Unfeeling)
The hard boiled criminals are constant terror to public and a threat to law and order

Head over heels (Quickly soon)
Seeing the Police the thieves ran away head overheals

To keep one s head above water (*To avoide insolvency*)
Wise men always keep their heads above water and minimise the chances of bank ruptcy

Herculean task (*Very difficult work*)
To climb the Mount Everest is a herculean task

Heart and soul (*To work with a zeal enthusiastically*)
He put his heart and soul in the work to achieve completion well in time

With a heavy heart (*Sadly*)
She took leave of me with a heavy heart

Head over heels (Upside down)
He fell off the horse head over heels and was badly wounded

Hide and seek (a kind of children s game to avoid pursuit)
The children were playing hide and seek in the night when it started raining heavily

High time ((a time when delay may cause harm)
It is high time to seek premature retirement and start your business

To ride the high horse (To be vain)
Since he has got a lion s share of his father s property he is riding the high horse

To hit below the belt (To be unfair to play foul)
It is below the dignity of a sportsman to hit below the belt

To hit upon (To think to discover to recall to mind)
The thirsty crow hit upon a plan how to quench his thirst

To ride a hobby (To follow a favourite persuit)
Nevertheless some ladies have hobbies which they ride with persistance and try to bring round their husbands

Hog wash (eye wash)
To advertise a post in the newspaper is nothing but a Hog wash

To hold water (To be sound forceful convincing)
Your explanation for absence does not hold water and so it is not acceptable to me

To hold in check (to control)
The Government that fails to hold the prices in check has no justification for its existence

***To hold good** (To be valid) (To be in vogue)*
This rule holds good in all civilised society

To hold the key (To hold the trump card)
Generally big industrialists hold the key/trump card of political forturnes in elections

To hold one s tongue (To keep quiet)
One cannot hold one s tongue for long in the face of injustice

Hole and corner (Secret underhand)
I do not want to follow a hole and corner policy to suppress opposition

A point of honour (a question of prestige)
I will help him at all costs it is a point of honour

Hush Money (bribe)
He has made his fortune by accepting hush money

Hue and cry (To raise a noise)
Seeing the dacoit with a knife in his hand the ladies raised a hue and cry

To hold ground (To stand firmly)
Come what may I will hold my ground

To hang fire (not yet finalised)
This case has been hanging fire since long

To hold out (To give false hopes)
Never hold out false hopes to your friends

To have an old head on young shoulders (To be wiser for one s age)
He is only twenty years old but he has an old head on young shoulders and his advice *is always sound*

High and low (Everywhere)
I searched for my lost brother high and low but could not trace him

Hen pecked husband (A husband under the control of his wife)

Hen pecked husbands always remain under the thumb of their wives They cannot exercise their independent opinion in any matter

At home (quite good on easy terms)

Ram is at home in English, but he is at sea in Mathematics



In due course (By passage of time at the proper time)

You will come to know all the ins and outs of the business in due course

In apple pie order (Spick and pan neat and clean Impe fect order)

Always keep your things in apple pie order

In cold blood (deliberately and unprovoked)

The domestic servant killed the landlady in cold blood

In a fix (In a state of uncertainity to be at a loss)

I am in a fix and cannot decide what to do

In a nut shell (In short briefly)

He summarised the whole matter in a nut shell

In round numbers (Near about approximately)

The meeting was attended in round about by five hundred members

In vogue (In fashion current)

The untouchability is no longer in vogue in India since independence

In weal and woe (Happiness and sorrow through thick and thin)

I promise from the core of my heart to stand by you in weal and woe

Inch by Inch (By degree by and by gradually)

He was a patient of T B and died inch by inch

In the nick of time (In right time)

The paper was about to start and he reached the examination hall in the nick of time

In the prime of life (In the best part of life)

He died in the prime of life and his death was mourned by all

In the teeth of opposition (In the face inspite of)

He won the election in the teeth of opposition

In the twinkling of an eye (In a moment in a very short time)

That naughty boy stole my wrist watch in the twinkling of an eye

In the guise of (Under the appearance of)

The dacoits came in the village in the guise of police men and plundered the village

In the least (Smallest degree)

He was not disappointed in the least at his failure

In view of (In consideration of)

He was not dismissed in view of his old age

In an instant (All at once)

He appeared at the scene in an instant

In toto (Completely)

Either reject this scheme outright or accept it in toto

In one s teens (Between the age of thirteen to eighteen)

Sheila was married off when she was still in her teens

In the air (wide spread)
It is in the air that he is in love with her
In token of (As a mark of)
I will keep your birthday present as a token of your love
In store for (destined)
I do not know what is instore for me
In lieu of (In place of)
A compensatory leave was granted to me in lieu of attending office on Sunday
In full swing (At its peak)
The fair was in full swing
In the light of (To decide after taking into account)
The judgment was given in his favour in the light of the latest information
In the dark (ignorant)
He kept me in the dark about this case
The iron age (A bad age when there is no fellow feeling)
We are living in the iron age in which there is no love lost even between real brothers
An iron hand (Firmly) (with force)
The Britishers crushed the mutiny of 1857 with an iron hand
An iron will (Strong determination)
Sarder Patel was a man of an iron will and quick action
To have too many irons in the fire (very busy)
It is very difficult to see him he has too many irons in the fire
An irony fate (Contrary to expectations)
It was nothing but an irony of fate that Lord Rama s coronation ceremony was turned into exile
Ipso facto (In the fact itself)
Ipso facto the decision of the officer in this case was right
In the wake of (after the event)
Famine disease epedemic stalk in the country are in the wake of war
In keeping with (In accordance with)
Your deeds are not in keeping with your promise
In the long run (in the end)
Honesty pays in the long run
In favour of (Agreeable to supporter of)
Prima facie I am in favour of reservation of jobs on the extraneous grounds
Inferiority complex (Being inferior)
He cannot impress the officer due to his inferiority complex
In the gloom (Sad)
He was in the gloom till he came to know that his wife has given birth to a son
In memoriam (In the memory of)
Taj Mahal was built in memoriam of Mumtaz Mahal the beloved wife of Shahjahan
To be ill at ease (disturbed in mind)
He felt ill at ease in London in the absence of his nears and dears
Ins and outs (Secrets)
The accountant knows the ins and outs of his business
In bad odour (In disfavour)
Since he is in bad odour of his officer he may be dismissed at any moment

J

To join hands with (To associate)
When merit joins hands with patience and perseverance success is sure

To jeer at (To make fun of to make a mock)
Why do you jeer at him when he has done no harm to you

To have a jaundiced eye (to be prejudiced)
Don t expect a fair judgment from him he has a jaundiced eye

To hold one s jaw (To stop speaking)
Women are chatter boxes they cannot hold their jaw even for a minute

A jail Bird (a condemned criminal)
He is a jail bird You should not plead his case

Ends of justice (aims of justice)
The ends of justice is forfeited when it is tempered with mercy

To jump to a conclusion (To arrive at a conclusion)
without considering the pros and cons of the case you should not jump to a conclusion

To jump one s bail (Forfeiting one s bail)
I stood a surety for him but he has jumped his bail

To join hands (To become a party)
In case you join hands with him you will come to grief one day

In jest (By way of joke)
I had said this only in a jest you should not feel it

To join a fray (To jump in a contest)
In the recent election film comedian Shri I S Johar joined the fray

In a jiffy (at once without delay)
He come back in a jiffy

By jingo (a mild oath with no definite meaning)
By jingo I did not mean any offence to your honour

Jack of all trade (Knows everything but expert of none)
He is a jack of all trades but master of none

To pass judgment (To give a judicial opinion)
One should not pass a judgment without verifying the facts of the case

K

Kith and Kin (relatives)
In adversity even the kith and kin desert

To keep aloof (To keep away from others)
He is a rogue of the first water always try to keep a loof from him

To keep an eye (To watch carefully)
He is a thief keep an eye on him

To keep an open mind (To come to no decision)
I kept an open mind and did not interfere in their decision

To keep away (To avoid)
Always keep away from a bad society otherwise you will spoil your career

To keep an open house (hospitable)
He is both rich and generous and always keeps an open house for all

To keep abreast of (To be in known of it not to fall behind)
You must keep abreast of what is happening in the world to day

To keep cool (Not to lose temper)
All keep oneself cool even in adverse circumstances

To knock down (To strike down)
Yesterday a cyclist was knocked down by a motorist

To knock out (To take out)
In case you behave rudely I will knock out your brain

To knock about (To loiter aimlessly)
He was knocking about the river side

To kiss the dust (To kill)
A large number of people kissed the dust in the Ist battle of Panipat

To keep pace with (To pull on to progress upto the mark)
Weak students cannot keep pace with the intelligent students in the class

To keep the pot boiling (To get a living)
It is very difficult for salaried people to keep the pot boiling in these hard days

To keep up appearance (Outward show of wealth)
Though his income is meagre yet he keeps up appearance in the society

To keep one's self *(*To keep secret)
You should keep it to yourself otherwise the matter will take a serious turn

To keep body and soul together (To maintain base existence)
Poor people work day and night to keep body and soul together

To keep the powder dry (To be ready for any work)
He is a man of strong determination and always keeps the powder dry in all circumstances

To keep the wolf away from the door (To avoide hunger and trouble)
The prices have gone up to such a point that the salaried persons cannot keep the wolf away from the door

To keep one s head above water (To be out of debt)
Extravagant people cannot keep their heads above water

To kick up dust (To carry on valueless/worthless business)
It is no use to kick up the dust over this trifling matter

To kick the bucket (To die)
Sooner or later every body has to kick the bucket one day

To kick up a row (To be voilent in behaviour)
It does not behaves you to pick up quarrel with your friends on petty matters

To kill two birds with one stone (To gain double objective with a single effort)
His visit to Bombay killed two birds with one stone he made new friends and finalised old debts

To kick against the pricks (To oppose a thing in an unplanned way)
He criticised dowry system and kicked against the pricks but made very little progress

To bow the knees before (To yield)
A person who has self respect will not bow the knee before his relatives

To knit one s brow (To get angry)
One should not knit one s brow over the remarks made only in jest

On a knife edge (Critical stage)
The match is now evenly balanced on a knife s edge

To knock the bottom (To challange an argument)
However the best lawyer he may be but I can knock the bottom out of his argument

To knuckle under (To submit)
He attacked him but had to kunckle under his knife and took to his heals like a beaten dog



At large (Absconding)
The dacoit is still at large

A gentleman at large (A person having no serious occupation)
Only a gentleman at large can take part in social and religious activities

Late in the da (Too late)
The clerk was marked late attendance as he attended the office late in the day

Late at night (Too late at night)
During examination days the students generally go to bed late at night

To give latitude (To give a free hand to be too liberal)
Never give latitude to your friends or relatives to mix freely with your sisters

To laugh in sleeves (To be serious outwardly whereas to smile inwardly)
One should not laugh in sleeves at the shortcomings of one s friends

To laugh to scorn (Hatred laugh)
Many people in pre independence days laughed Gandhiji s principles of truth and non violence to scorn

Law abiding (One who follows the laws faithfully)
It is the first and foremost duty of every good citizen to be patriotic and law abiding

To lay the corner stone (To make a regular beginning)
Hard labour in early days lays the corner stone of future prosperity and happiness

To make a laughing stock (To make a fun to ridicule)
His uncivilised manner of talking made him a laughing stock in the society

To win laurels (To gain a good name or honour)
His social activities and amiable manner have won him laurels in the society

On a large scale (Above average)
The factory works day and night and the production is on the large scale

By and large (In general)
By and large he has better avenues of promotion in the office

To lay heads together (To consult jointly)
The members of committee laid their heads together to solve the problem of water supply in urban area

To lead astray (To mis guide)
Bad company will lead you astray and spoil your career

To lead a cat and dog life (Constant quarrelling life)
The couple has been leading a cat and dog life since marriage

To lead a hand to mouth existence (To lead a hard life)
Many people lead a hand to mouth existence since independence and can hardly make both ends meet

To lead by the nose (To force to follow blindly)
Ladies lead their hen packed husbands by the nose and get the work done as they wish

To lead a dog s life (A miserable life)
Those who do not work hard lead a dog s life

To be in league with (To have an agreement)
The police are said to be in league with dacoits and as such they commit robberies in broad day light

To leap in the dark (Unthoughtful action due to lack of far sightedness)
Investment in an unsound company is a leap in the dark as it may go in liquidation at any moment

To learn by rote (To learn by heart to commit to memory)
Important questions must be learnt by rote and reproduced as it is

To leave in lurch (To live in difficulty)
Generally fair weather friends fall off in trouble and also fail to recognise and leave you in lurch

To leave no stone unturned (To do one s best)
At the time of recruitment every body gives an assurance to leave no stone unturned but later on they turn hostile

Last but not least (Mentioned in the last but not of less importance)
He is very honest and sincere last but not the least he is very kind hearted

Lame excuse (Baseless pretext)
You could not attend the marriage party on the ground of ill health it is nothing but a lame excuse

A lion s share *(A large share)*
He got a lion s share of his father s property

Little by little (By and by gradually)
He picked up the work little by little

Loaves and fishes (Financial gain monetary Benefit material gain)
He always flatters his officers and seniors as he hanker s after the loaves and fishes of the office

Lay by or lay aside (To save something for future to meet emergency)
Far sighted persons always lay by something against a rainy day

To lay hand on thing or a person *(to seize/strike)*
In case he lays hands on you I shall teach him a lesson

To lay out (To expand to Plant)
(i) It is not a wise act to lay out a large sum in the business at preliminary stage
(ii) Jahangir laid out many beautiful gardens in Kashmir

To laugh away (not to take seriously)
He laughed away my suggestion

To laugh in a person s face (To challenge openly)
He laughed in the officer s face and so he was placed under suspension for mis behaviour

To lend ear (To pay attention)
One should lend ear to what the teacher teaches in the class

To leave a word (To leave a message)
In case he is not available you should leave a (word message) with his domestic servant

To let loose (To set free)
He let loose the cattle to graze in the pasture

To let off (To discharge set free)
The officer let him off with a simple verbal warning

To let out (To divulge) (to disclose)
You should not let out the secrets of his private life

To lift voice (To protest)
The people lifted their voice against high price but it was a cry in wilderness and the Government paid no head to it

To line one s pocket (To feather his own nest)
The opportunists always try to line their pockets whenever they get a chance

To look after (To take care of)
In case you do not look after your son properly, he will get spoiled and will fall a prey to many vices

To look back (Discourage pessimistic)
You should not look back at your failure as it is a sign of cowardice

To look blank (Confused perplexed)
When I asked him to solve this question he pleaded his ignorance and looked blank

To look blue (Depressed discouraged)
He looked blue when he was refused admission in Sri Ram College

To look down upon (hate)
You should not look down upon low caste people as untouchability is on its last leg

To look daggers (To look angrily)
When he came to know that his friend had an eye on his sisters he looked daggers at him and severed his connection with him immediately

To look forward (To wait eargely)
The farmers look forward for early monsoon

To look in the face (To be perplexed)
Miseries and difficulties are looking in his face

To look into (Examine carefully)
Please look into the case again in the light of the latest development

To look up (To see to search for)
In case you do not understand the meaning of a word then look up in the dictionary for its detailed meaning

To look out for (In search of)
He is in the look out for a good job and as soon as he gets it he will submit his resignation

To look sharp (To hurry up)
Please look sharp lest you should miss the train

To lose one s wits (To lose knowledge)
Seeing the lion he lost his wits

To lose time (To waste time)
He was an opportunist and lost no time to gain his ends

To lose the day (To be defeated)
Our cricket team is strong enough and will not lose the day

To lose one s head (To lose one s mind)
Never lose your head in the hour of danger Have patience and perseverance

To lose one's face (To lose reputation)
If you fail to keep your promise you will lose your face in the public

In the lime light (In the full glare of publicity)
The newspapers are bringing in the lime light the sufferings of the Harijans

To give lip service to (To give lip support)
You are giving only lip service to me how can I bank upon you

To bite one's lips (To get angry)
I saw him biting his lips at my carelessness though he did not say anything on my face

In the long run (before all is over)
Truth and honesty win in the long run

At logger heads (To quarrel)
The employees are almost at logger heads with employers on the question of their wages and bonus

To add lustre to (To earn good name)
The sacrifice of our national leaders has added lustre to the name of India

Lost to all sense of shame (Shame proof)
Our political leaders are dishonest and lost all sense of shame

Lumpsum (*Sum given in one imstalment*)
I paid him a lumpsum to clear my outstanding debt

To lose ground (To decrease)
Joint family is losing ground in India these days as a result of western education

To live in glass house (Open to criticism)
Those who live in glass houses should not throw stones on others

M

Maiden speech (First speech)
Although it was his maiden speech yet i twas impressive and thought provoking

A man in the moon (A man of rare quality)
Shri Jawahar Lal Nehru was honoured in the whole world as he was a man in the moon

Man in the street (An average man)
It is very difficult for a man in the street to follow the underlying idea of his speech

A man of letter (a learned man)
Sardar Patel was a man of letters

A man of the moment (famous man)
Our Prime Minister was a man of the moment

A man of parts (*A man of extraordinary talent*)
Radha Krishnan was a man of parts

To make free with (To use without permission)
My gentleness made him free to use my cycle as and when he liked

To make eyes at (To look amorously or love)
Generally people make eyes at younger beautiful ladies

To make good (To compensate)
I have suffered a great loss due to you one day or the other you will have to make good for it

To make short work of (To destroy)
The locust made short-work of the corn field in no time

To make a living (To earn a living)
He is neither industrious nor intelligent but makes his living by *flattering his officers*

To make a hole in one s pocket (a major part of income)
The monthly expenditure on boarding and lodging has made a big hole in my pocket

To make one s mark (To show some remarkable thing)
Kalidas made his good mark as a writer

To make hash of (To spoil, to ruin)
He has no business tacts and I am sure that he will make hash of it in a very short time

To make head way (To progress)
By dint of his hard labour he made head way in business

To make an ass of one s self (To make one s self fool)
Don t make an ass of yourself by washing dirty linens in the public

To make up one s mind *(To resolve to determine firmly)*
She has made up her mind to lead a life of celebacy throughout life

To make friend (To reconcile)
He is a nice man and will soon make friends with you despite the fact that you misbehaved with him

To make amends (To compensate *for wrong action*)
He apologised in black and white to make amends for his misbehaviour in the class

A man of word (Truthful person)
He is a man of word and will not deceive you in any case

A man of straw (Undependable)
A man of straw does not command any respect in the society He is always looked down upon by everyone

A man of parts (A man *of extraordinary intelligence*)
A man of parts can easily make his own head way where ever he goes

A man of spirit (A courageous man)
Only a man of spirit can stand firm in the *face of danger*

Might and main (with full force)
The players played with might and main to win the match

To make a clean breast of (To confess)
He *made* a clean breast of the facts that he had killed his neighbour

To make both ends meet (To live within income)
It is very difficult for him to make both ends meet *during* these hard days

To make good one s escape (To be successful in escape)
The thieves broke into the house and took away everything and made good their escape

To make fish one and flesh of another (*To treat differently*)
He did not treat all the guests alike he made fish of one and flesh of another

To make light of (To treat lightly)
He made light of my suggestion and did as he *wished*

To make much ado about nothing (To make fuss over ordinary things)
Neither I abused him nor quarrelled he is only *making much ado about nothing*

To make neither head or tail (To understand nothing)
He could not make any head or tail of my speech, as it was beyond his understanding

To move heaven and earth (To make all possible efforts)
I will move heaven and earth to achieve my object

To mind one s business (To attend one s own business)
You should mind your own bus ness and don t disturb me

N

A narrow escape (Escape from a great risk)
I had a narrow escape of being run over by a car

A new lease of life (New chance of living happily after recovery from illness)
Since recovery from T B he had got a new lease of life

To nurse a grudge (to have a grievance)
He nurses a grudge against you since you have superseded him at the time of promotion

To nip in the bud (To root out an evil thing in the beginning)
We should nip the evil in the bud otherwise the matter will take a serious turn

Null and void (No longer operative invalid)
This law has become null and void

Now and then (Occassionally)
I will be coming to see you now and then

Nothing short of (Nothing less than)
Nothing short of death can separate me from you

Not in the least (Not at all)
I am not in the least interest in service as it amounts to slavery

Neck and Neck (Racing side by side)
The horses ran neck and neck in the horse race

Neck break (At full speed)
The train was running at Neck break speed

Neck and crop (head long)
I will throw you out of the house neck and crop

Next door (Very near)
He is my next door neighbour

In the nick of time (Just in time)
The police appeared at the scene in the n ck of time

Under the nose
He misappropriated the money under the nose of the Cashier

In a nut shell (In short)
In nut shell both of us will be married next month

To count noses (Supporters)
Let us count the noses who are behind us

To turn one s nose at (Hate)
He turned his nose when he was offered that job of a clerk

Next to nothing (Almost nothing about it)
He knows nothing about this case he cannot offer any comments

A nine days wonder (An interesting event which is short lived)
Life on this earth is only a nine days wonder

To no purpose (With no result) (invain)
I tried my best to bring him round to my views but to no purpose

To hit the nail on the head (To find out a real remedy for/of anything)
During the course of argument the *lawyer hit the nail on the head* and won the case

To drive a nail home (To make one feel full force of a scolding)
He is a past master in the art of driving a nail home

To catch one napping[(To surprise one while sleeping)
The officer caught *him napping and suspended him*

To come to naught (Disregard)
He has become a bankrupt and his position has come to naught

To no avail (Useless)
He is very obstinate it is of no avail to advise him any more

O

Out of pocket (Having no money)
I am out of pocket now a days I cannot help you financially

Out of heart (in low spirit)
He has been out of heart since his wife had died

Over head and ears (Deeply sunk in)
It is as bad to be over head and ears in love as to be in debt

Over ones head (Beyond one s understanding)
The teacher may have been learned but he was throughout talking over our heads

Off hand (Without preparation) (there and then)
I can make public speech off hand

On the square (Fairly honestly)
He is trustworthy to act on the square

Other fish to Fry (Other business to attend)
The principal declined to talk the Union of the students saying that he had other fish to fry

Out of the running (have been disqulified)
Our Indian team is out of the running in the olympic games in view in the differences with the sport club

An odd job (Unimportant job)
He is a qualified person and will not accept an odd job

An oily tongue (A flattering person)
Do not be taken in by his oily tongue he is a rogue of the first water

An old head on young shoulders (More experienced as compared to one s age)
Our English teacher is only thirty year old yet he has an old head on his young shoulders

An open secret (A secret that is known to all)
It is an open secret that he is in love with her

An open mind (Without being prejudiced)
He has an open mind and will give a fair judgement in this case

Under an obligation (Morally in debt)
She had been very kind to me and I was under an obligation to appoint her brother to the post.

To sink into oblivion (To forget)
Her long silence shows that she has sunk into oblivion

Occupy one's time (To employ to use)
It is always useful to occupy one s time in a profitable hobby

Off one's guard (Fencing)
When the prisoner was off police guard he confessed his guilt

Against heavy odds (Against great difficulties)
Since he was a man of *self-respect* he had to fight all his life against heavy odds.

Out of breath (Breathless)
He ran very fast and soon got out of breath

Out of sorts (*Unwell*)
I am out of sorts today and cannot accompany you

Out of mind (To forget)
Out of sight, out of *mind*

Out of curiosity (With astonishment)

Out of door (In an open place)

Out of doubt (Certainly)

Out of fashion (Against current usage)

Out of order (defective)
My telephone is out of order

Out of hope (Hopeless)

Out of Place (Improper)
Your remarks are irrelevant and out of Place

Out of reach (Unattainable)

Out of the road (leaving off the right path)

Out with (Not in terms of intimacy)

Out of the tune (Not in harmony)

Out upon the thief (*Remove the thief*)

Out of hand (Immediately)

Odds and ends (*Miscellaneous things of slight importance*)
This shopkeeper has nothing but odds and ends to sell.

Of no avail (With no fruitful result)
It is of no avail to advise him in this matter

Of one's own accord (Voluntarily)
He gave financial assistance of his own accord.

Of the first water (Of the highest degree)
He is a fool of the first water

Off and on (Occasionally at intervals)
I will be coming to see you off and on.

Off the beam (Lunatic, insane)
From his attitude it appears that he is off the beam.

Off the mark (Not relevant)
Your speech was totally off the mark

On and on (Continuously)
He was irrelevant on and on till I checked him

On the alert (Careful watchful)
The dacoit was on the alert to escape from the Pol ce

On no account (Not under any circumstances)
I shall on no account help you as you have disobeyed me

On the point of (*Very near*)

On the verge of
He is on the verge of/on the point of retirement

On the contrary (On the other hand)
I always extended my co operation but on the contrary ne tried to defame me

On the eve of (On the occasion of Immediately before)
The Hindus dust and decorate their houses on the eve of Diwali

On the look out (Looking for some thing)
He is always on the look out of a good job and as such he does not take interest in the office work

Out of question (Impracticable)
To become a millionnaire over a night is out of question

Out of the way (Nothing usual)
You have done nothing out of the way to accommodate me

To oil the hand (To bribe)
He oiled the hands of the Police officer and thus got scot free

Owing to (Because of)
I could not participate in his marriage owing to my mother s illnsse

To open fire (*To start firing*)
The police had to open fire in order to disperse the mob

Out of the wood (Out of danger)
You need not worry 'the patient is out of the wood

Out and out (Completely)
He is out and out a rogue

Out at elbow (*Miserable condition*) (financially broken down)
He is financially weak and is always out at elbow

P

To pull one s weight (To share the work equally)
Team work means that every one pulls his weight

To pull a long face (*To feel sad*)
When he failed in the examination he pulled a long face

To Pull through (*To recover*)
The patient has now pulled through the disease

To Pull the wires (To do something secretly)
Wise people always pull the wires from behind the scene

To pull on (To live, to carry on)
It is very difficult for me to pull on with any longer,

To pur forth (To announce)
The arguments put forth by the auditor do not seem to be convincing and reasonable

To put into practice (To carry into action)
Your suggestion is not practicable and cannot be put into practice

Put up with (To stay)
With whom will you put up with in Bombay?

To put off (To postpone)
Do not put off till tomorrow what you can today

Point Blank (Without hesitation to refuse flatly)
He is very selfish Once I asked him for financial help but he refused point blank

To pay truant (To run away from the class)
He is in the bad books of teacher as he is in the habit to play truant

To play a second fiddle (To play the inferior role)
He is a man of self respect and cannot play a second fiddle to anyone

To play tricks (To try to deceive)
One should not play tricks with his friends

To pay one s debt to nature (To die)
Every one has to pay his debt to nature one day or the other

Point of view (To consider it essential)
From my point of view his salary is too high

To pocket an insult (To tolerate an insult)
The poor clerk had to pocket his insult when the officer rebuked him in the section

To play a double game (To act openly in one capacity and another in secret)
Beware of such friends as are in the habit playing a double game

Par excellence (aboue all others)
She is a dancer par excellence

Part and Parcel (Inseparable part)
Music and dancing is a part and parcel of every artist in the Song and Drama Division

Past Master (Expert)
He is a past master in making lame excuses

Pig headed (Obstinate)
It is very difficult to bring round a pig headed person to our views

Pros and cons (Arguments for and against)
We should consider the pros and cons of the case before giving a judgment

Pass away (To die)
The patient had passed away last night

To play with fire (To do something dangerous)
The smugglers usually play with fire as they are indulged in unlawful activities

To plough the sand (To do useless work)
If you think that he will help you financially you are simply ploughing the sand

To poison one s ears (To turn one against another by speaking ill of him in his ears)
He poisoned the ears of the Principal against me and lowered my impression

o poke nose in the affairs of others (To interfere)
Why do you poke your nose into the affairs of others

To pour oil on troubled water (To calm a disturbance)
The Police came in time and poured oil on the troubled water otherwise the matter would have taken a serious turn

To pay off old score (To take revenge of the past wrongs)
He murdered him in the broad day light to pay off old score

Petticoat Govt (Govt of the women)
Generally petticoat Government are not liked by men

To pick holes in another coat (To criticise others)
Back bitters generally pick holes in other coats

To pave the way for (To make conditions easy for others)
He has paved the way for a friendly settlement of the dispute

To pick up ears (To be attentive)
When the Prime Minister made a speech the audience picked up ears

To play ducks and drakes (To spend lavishly)
After the death of his father he began to play ducks end drakes with his property

To play fast and loose (In a deceitful manner)
It does not behaves you to play fast and loose with your friends

To play a lone hand (To do alone)
When his dears and nears deserted him he played a lone hand in completing his education

To play one false (To deceive to cheat)
I never expected that even my brother would play false with me

To put an oars (To interfere)
Do not put your oars into my affairs

To put one s heart and soul into (To work sincerely)
You should put your heart and soul in the study, if you want to secure good position in the examination

To put forward *(To propose to suggest)*
It is really appreciable that you have put forword a good proposal

To put one s shoulder to the wheel (To help one s self)
In case you want to succeed in life you should put your shoulder to the wheel and do not depend on *any body*

To put the cart before the horse (To reverse the natural process)
To teach other before learning himself is like that to put the cart before the horse

To pull one s legs (To make a fun)
He is angry with you because you always try to demoralise him and pull his legs

To Pull down *(Demolish)*
The house was pulled down in emergency

To pull the strings (To use influence)
He pulled the strings *to get his son admitted in the medical college*

Pass over (Ignore)
We should pass over his shortcomings because he is still immature

To pass for (To pose falsely)
In Bombay he passes himself for a doctor though he is merely a quack

Q

In quick succession (At a stretch)
He drank two cups of tea in quick succession

Qualified Praise (Restricted Praise)
He wrote book on Grammar but only won a qualified praise

Qualified success (not brilliant success)
He has secured only pass marks, it is nothing but a qualified success

Queer fish (Strange fellow)
I have never seen such a queer fish like you

Queer street (In trouble)
He is in the queer street due to his own mischievous deeds

To quarrel with his bread and butter (To leave his source of livelihood)
In case you pick up a quarrel with your employer it would mean to quarrel with your bread and butter

Quixotic project (Impracticable)
The proposal for reconciliation after judicial separation is a quixotic project

Qualifying examination (Not competitive)
It is always easy to pass a qualifying examination

Quack Doctor (Inexperienced unskilled doctor)
Beware of quack doctors They are very dangerous to the society

Quack with (To shiver with cold)
She is quack with cold give her some hot drink

In quantity (In bulk in a great quantity)
I have to buy sugar in quantity for the marriage of my daughter

Queen of heart (Beautiful woman)
It is the keen desire of every woman to be a queen of hearts

In quest of (In search of)
Mahmood Ghazni invaded India many times in quest of gold and jewellery

In question (Mentioned referred to)
The person in question has a very bad reputation His character is not free from doubt

Quick witted (Intelligent clever)
He is very quickwitted boy and will soon rise to high position

Vexed question (A very difficult problem)
The best age of marriage is a vexed question

R

Rack and ruin (Completely destroyed)
Due to the recent floods the house has gone to rack and ruin

Rain or Shine (In all weathers)
The postman daily comes here in rain or shine

Reign over (An empire country a nation)
Peace and prosperity reigned over the land in the days of Akbar the Great

Right away (Immediately)
He stole my watch and left the house right away

Rest with (To hold responsible)
The responsibility does not rest with me in this case

Right hand man (Supporter)
The Vice President is the right hand man of the President and is dependable for all purposes

Ring leader (Chief)
Makhan was the ring leader of this mischief

Rise in the world (To become financially important)
He has risen in the world by dint of hard labour and honesty

Roll of honour (One who has sacrifised his life for the country)
The name of Mahatma Gandhi is at the top in the roll of honour

A rolling stone (A person who does not stick to one job)
A rolling stone gathers no moss

Rotten egg (A worthless fellow)
My partner is a pig headed and a rotten egg as well

To be rough with (To be harsh)
One should not be rough with the fair sex

Rough Diamond (Not educated by worthy)
Mrs Mohan Lal is a rough diamond as she is well versed in her domastic duties

To Rub shoulders (To mix with ordinary people)
Mr Nehru was popular in the country as well as abroad as he always rubbed shoulders with them with a smile on his face

To rub hands (To be satisfied)
When he succeeded in his aim he rubbed hands

To rub the wrong way (To go against the wishes of somebody)
He annoyed his officer by rubbing him the wrong way

To run down (To speak against)
He is always running down *his friends and relatives to achieve his objective*

To run short (To lack to be short of fund)
He has run short of money during the course of journey

Run over (Trampled collide with)
The child was run over by the car and was removed to the hospital

Run through (Pierce completely)
The needle ran through her finger while she was sewing

Run away (To make of with)
She ran away with her paramour

A raw hand (An inexperienced man)
He is a raw hand in the field of business

To read between the lines (To read thoroughly)
You cannot understand the contents of the passage unless you read between the lines

Ready money *(Money readily available)*
I have no ready money to honour this cheque

Red handed (In the very act of committing a crime)
The thief was caught red handed and was handed over to the Police there and then

To reckon on (To count on to depend)
You should not reckon on fair weather friends for financial help

Red Tape (Official delay)
(i) The case was delayed due to red tapism in the office
(ii) Red tapism is general evil in every government office these days

To ride rough shod (To treat others with atrocity or cruelty)
The Pakistan Government rides rough shod over the Hindus in their Country

To rise to the occasion (To prove equal to an emergency)
He is an opportunist and always tries to rise to the occasion for his personal gains

A royal road (A road without difficulty)
Hard and honest labour is royal road to happiness in life and leads to prosperity

The root of all evils (Main reason of vice)
Money is the root of all evils and brings the downfall of man

To give a long rope (Too much liberal)
Do not give a long rope to children they will be spoiled and become disrespectful

To rule out (To exclude)
In case the cashier is not vigilant the chance of fraud cannot be rulled out

To run amuck (To go at a headlong pace)
The elephants of Porus ran amuck and killed the soldiers of his army

To run a risk (To expose to danger)
You should not run a risk of your service by taking private employment side by side

To run a rig (To play a trick)
At the time of marriage the ladies ran a rig upon the bridegroom by mixing salt in syrup

The rough side of the tongue (To rebuke)
The officer showed the rough side of the tongue when his subordinate disobeyed him

To ruffle one s feather (To make angry)
We have taken the oath of allegiance to be faithful to our country and should not ruffle the feathers to jeoparadise the national interest

To Rip up old sores (To reopen old quarrel)
It is not good to rip up the old sores and pick up quarrels with your neighbours on trifles

Red letter day (Important day or happy day)
15th August is a red letter day in the history of India

A Broken Reed (A support which will fail you)
One should depend on one s merit and strength as the support of a broken reed may result in a failure

To run roit (To roam without any restriction)
Seeing the natural beauty the poet s imagination runs roit

To run out (To come to an end)
One day the mineral coal will run out and we will have to depend on solar energy

To run at (To attack)
When I scolded him he ran at me with a knife and wanted to kill me

To roll in wealth (*To be very rich*)
A person who rolls in wealth commands respect in the society

To root out (To remove)
We should root out the evils of untouchability castism and provincialism as they hinder the progress of a country

To run after (*To follow or pursue*)
The police man ran after the thief but he soon got out of his reach

S

To get the sack (to be dismissed from the service)
The poor clerk was got sacked due to his negligence and carelessness

In sack clothes and ashes (In grief and repentence)
Throughout his whole life he had been a sinner and now in old age he is seeking God s mercy in sack clothes and ashes

Safe and sound (Out of danger)
He went to Bombay by train and has come back safe and sound after the completion of his journey

To sail under false colour (To try to cheat)
The persons who sail under false colours are not at all trust-worthy

To be worth one s salt (Of some value, serviceable)
Every man who is rich and worth his salt cannot be free from enemies.

True to one s salt (To be faithful sincere)
One should always be true to one s salt otherwise he will be a sinner before God

With a grain of salt (with some exception)
He is in the habit of exaggerating the matter but a few of them with the grain of salt be taken as correct

All the same (With no difference)
He may come or not it is all the same for me

The sand has run out (*The appointed term* has come to end)
The old woman is on the death bad, presumably the sand has run out

Poor man s sauce (hunger)
The dainty and delicious dishes are for the rich whereas the unbuttered bread alone is the poor man s sauce

To save the situation (To *control* the *critical* position)
The factory workers went on strike but the factory owner intelligently saved the situation by promising them to grant bonus

To serve one's skin (To avoid personal loss)
Every body should try to save his skin before committing anything before the officer

To scale down (To bring down)
The prices of essential commodities have gone too high and cannot be scaled down despite the Preventive Detention Act

A scape goat (To involve a person for the fault of another)
The Police could not trace the real murderer they made the innocent domestic servant a scape goat

A scape grace fellow (complete wicked person)
The officer was fed up with his scape grace auditor

Scot free (Quite uninjured)
The culprit committed the crime but got scot free through his influence

A screw loose (Something wrong with the brain)
He has a screw loose in his head and turn a deaf ear to the advice of his elders

At sea (Quite blank in)
Though he is a good teacher but is at sea in Mathematics

To see double (To be drunk)
He has drunk wine too much and began to see double

To see the light (To be revealed)
I am sure that your conspiracy will see the light one day or the other

To see off (To go upto the place of departure)
He went to the Railway station to see off his mother

To see eye to eye with (to agree with)
I do not see eye to eye with you in this case

To serve one s own ends (To exploit others for some selfish gain)
The politicians are very cunning they make false promises to serve their own ends

To sell like hot cakes (at once in large scale)
This book is selling like hot cakes

To serve a man right (To punish a man deservedly)
To keep the scale of justice even, it is not opposed to laws morality to serve a man right

To strike work (To stop working)
The labourers have struck the work

To strain every nerve (To do one s best)
I strained every to nerve convince him but failed

To stir a finger (To make the least effort)
He is a selfish person and will not stir a finger to help you

To stem the tide (To check)
It is very difficult to stem the tide of unemployment in India unless new industries are set up

To stare in the face (To be quite near)
Death is staring him in the face but his liabilities are still outstanding

To stand on one s legs (self supporting)
One should stand on his own legs on attaining the age of maturity

To stand in good stead (To prove helpful)
This pen stood me in good stead in the examination.

To stand by (To help)
I promise to standby you in trouble

To stab in the back (To defame one in one s absence)
He pretends to be my friend but always stab me in the back.

To spread like wild fire (To spread very quickly)
The news of the death of the Prime Minister spread like wild fire

A sea of trouble (great trouble)
After the death of his father he found himself in the sea of trouble

A sleeping partner (A partner who does not take active part in the business)
A sleeping partner is not given equal share in the profits of the business

A slip of pen (An ordinary mistake while writing something)
A slip of pen generally occurs while writing a long passage

A slip of tongue (A slight mistake while speaking)
Sometimes a slip of tongue leads to a quarrel between two parties

A snake in the grass (A hidden enemy)
Do not depend upon him he will prove a snake in the grass

Spick and span (neat and tidy)
Always keep your things spick and span

A square meal (satisfactory meal)
He works day and night and hardly gets a *square meal*

A square deal (A fair treatment)
We should give a square deal to down trodden people

Sum and substance (List)
The sum and substance of his speech was that we should be patriots to our country

A square peg in a round hole (Not befitting to a post)
He was a good writer but when he was appointed as an *Accountant he proved* to be a square peg in a round hole

The school master is abroad (Education is spreading everywhere)
The school master is abroad even in small villages of India after independence

By the sweat of one s brow (By dint of hard work)
I have earned the money by the sweat of my brow and cannot spend it lavishly

To split hairs (To examine critically)
We should not split hairs on this point but take a decision immediately

To smell a rat (To suspect something)
When he discussed the case I smelt a rat

To shake in one s shoes (To feel terrified)
When he was called at the Police Station he began to shake in his shoes

To show white feather (To show cowardice)
Do not make a friendship with him he will show white feather in trouble and run away as he is a chicken hearted fellow

To say ditto (To agree with)
One should not say ditto to the officer when he is in the wrong

To see one s way (To manage)
Please see your way to earn something

To see through (To understand)
He had an axe to grind and I saw through his trick

Set about (To start)
When do you intend to set about your new factory

To set apart (To put aside)
I have set apart twenty thousand rupees for the education and marriage of my daughter

To set aside (To reject)
The Supreme Court has set aside his conviction by the High Court,

To set at naught (To under estimate, to under value)
Only the naughty boys set at naught the orders of their teachers

To set at liberty (To set free)
The prisoners of war have been set at liberty

To set fire to (To set on fire)
The house was set on fire by the mob

To set in (To begin)
The rainy season has set in and I want to get my house repaired

To steer clear of (To avoid)
In case you do not steer clear of bad society you will come to grief one day

To stand in one s way (To hinder to oppose)
Rest assured I will not stand in your way

To spin a yarn (To tell long story)
A person who is in the habit to spin a yarn loses his popularity

To speak volumes (A solid proof)
His rude behaviour and vulgarity speak volumes of his wickedness

To sow one s wild oats (To live foolishly while young repent in old ages)
He who sows wild oats in youth repents in old age

To set the Thames on fire (To do something impossible or impracticable)
If you have gained a scholarship you have not set the thames on fire

To set at ease (Peaceful)
When I found my lost ring my mind was set at ease

To set up (To start)
He has set up a jewellery shop in Karol Bagh

To set by the ears (To cause to quarrel)
He is very diplomat and is in the habit of setting the people by the ear

T

To throw dust into one's eye (To cheat to deceive)
He thinks himself too clever and always tries to throw dust into my eyes

To throw cold water (To discourage)
I took him my favourite but he has thrown cold water on my plans

To turn up (To appear)
I expected him to be well in time but he has not turned up so far

To turn up one s nose at (To hate)
Seeing his enemy he turned up his nose at him

To throw light on (To explain to reveal)
I asked him to throw light on the subject to facilitate easily disposal of the case

To throw mud at (To abuse)
The mischievous boys throw mud at the strangers

To throw stones at (To attack)
Those who live in glass houses should not throw stones at others

To throw into shade (To render less attractive)
The rose has thrown into shade all the flowers in the garden

To throw off the masks (To reveal one s intention)
When his work was done he threw off the mask and opposed me openly

To turn the tables (To reverse the position)
The new Act has turned the tables on big industries It aims at to encourage small scale industries

To be taken a back (To be surprised to be astonished)
I was taken a back when I heard that his father had died on account of heart s failure

To take fright (To be terrified)
The thieves took fright at the sight of the Police

To take the cue (To understand a hint)
The servant took the cue and fled away at once

To take to the road (To become a highway man)
After the expiry of his jail term he has again taken to the road

To take to heart (To feel too much)
The officer rebuked him and he took it to heart

To take in hand (To undertake)
Her relatives should have taken in hand to give her financial help

To take the law into one s hand (To settle the dispute by force/illegally)
The landlord took the law into his hand to get the house vacated

To take to heels (To run away as fast as one can)
The thieves took to their heels at the sight of the police

To take the bull by the horns (To face the situation boldly)
The Principal made up his mind to take the bull of indiscipline by the horns

To take hold of (To occupy)
After the death of his father he took hold of his property

To take place (To happen)
His marriage took place last month

To take to task (To reprove)
The officer took him to task for his negligence

To take turn (To supervise alternatively)
Every body should take his own turn to avoid friction

To take up arms for (To defend)
It is an admitted fact that the Muslim countries all over the world will take up arms in favour of Pakistan

To take a man at his word (To believe)
A selfish friend cannot be taken at his words

To take into one s head (To think)
He has taken into his head that he is competent to do the v orl himself

To take into account (To consider)
The officer took into account his good work while writing his confidential report

To take time by the fore lock (To lose no opportunity)
He who does take time by the fore lock repents throughout the whole life, as time once lost cannot be regained

To tell upon (To influence) (To affect)
Hard work has told upon his health

To talk Greek (Beyond one s understanding)
The students did not follow him as he talked in Greek

In the Teeth of (Despite opposition)
He won the election in the teeth of opposition

In one s teens (Between 12 years and twenty years)
He is unable to run the factory as he is still in his teens

A thankless Task (A service without credit)
Social service has become a thankless task in these days

Thick as thieves (Very intimate)
They are as thick as thieves and help each other in the time of need

The thin end of the wedge (Something of small importance in the beginning and good in the future)

The occupation of Tibet by China is the thin end of wedge and will lead to many adventures

Thick headed (Dull headed)
This thing is beyond his understanding because he is a thick headed person

Thick skinned (Not sensitive)
Some clerks are thick skinned and cannot recognise the rebuff

Third rate (Of low degree)
Teaching is a third rate occupation these days as the students are indisciplined

Through thick and thin (In trouble)
He promised to help me through thick and hin

To throw dust into eyes (To deceive)
He tried to throw dust into my eyes but I saw through his trick

To throw stones (To find faults with)
We should not throw stone on others as it would lead to quarrel

A tight corner (A difficult situation)
You have put me in a tight corner and I do not know what to do

A tower of strength (A great source of strength)
Sardar Patel was a tower of strength for India

Then and there (Immediately at once on the spot)
He had a sense of perception and decided the case then and there

Time and again (Repeatedly again and again)
I have advised him time and again but he turns a deaf ear

To all intents and purposes (Practically)
For all intents and purposes he is the leader of the Congress Party

Tooth and nail (With full force)
We will fight the enemy tooth and nail

To take a fancy (Liking for a thing)
I have taken a farcy to Shakespeare s writings

To take a leap in the dark (To act without thinking)
It is not advisable to take a leap in the dark without considering the pros and cons (consequently) of the situation

To take after (To resemble)
The son has taken after his father

To take by the storm (Captured by a sudden attack)
Sardar Patel was a man of iron will, he took Hyderabad by the storm

To take for granted (To accept as true)
Don t doubt his bonafides take it for granted that he is not a party to this case

To take stock of (*To think carefully*)
We should take stock of the situation before his implementation of the new scheme

To take the lead (To take the first step)
He is a bold man and would take the lead in this case

To take to heart (To feel intensely)
He took his remarks to heart and cut off his relations with him

To take up the cudgels for (To defend)
He is a true friend and will take up the cudgel for you and save your honour

To thank one s stars (To thank one s luck)
Thank your stars that you were not involved in this case and thus your honour was saved

To throw up the sponge (To admit defeat)
When he saw that he was not a match for him he threw up the sponge

To tighten the purse strings (To cut expenditure)
You should tignten the purse strings and save some money for emergency

To turn tail (To flee like a coward)
The Indian soldiers never turn tail in the battle field

Turn over (Output)
The turnover of the factory is not at all satisfactory

To turn turtle (To capsize)
The bus turned turtle and fell into the river

To turn the corner (To change for the better)
The patient has turned the corner but he is not quite out of danger

Turning point (A point of change)
The age of twenty is a turning point in a man s life

To turn turk (To grow ill)
I am at a loss to understand why he turned turk with me

To the tune of (To the amount of)
He invested money in the business *to the tune of Rs 20 000 00 at present*

The tug of war (To struggle)
There is always a tug of war between the members of Congress Party and the opposition

To the hilt (To the maximum)
The businessmen and Industrialists supported Mrs Gandhi to the hilt in the election

To torpedo a plan (To make the plan absolutely ineffective)
Mr Jinnah torpedoed all the plans to keep India united with the help of Britishers

Tom Dick and Harry (Everyone)
Every Tom Dick and Harry should not be allowed to join the college

To tickle to death (To amuse very much)
The trick of magician tickled us to death

To tide over (To overcome a difficulty)
He borrowed money from his relatives to tide over his financial needs

To throw to the dogs (To sacrifice)
He threw all decency and manners to the dogs in order to gain his personal interests

To throw open (To give admission)
The educational exhibition was thrown open to the genaral public

To touch one s heart (Moved to pity)
His pitiable condition touched my heart and I helped him financially

To toe the line (To accept the idea)
India is self sufficient and will never toe the line of any Big Power in the world

To touch to the quick (To pain)
Your remarks touched him to the quick and he will take revenge of this insult

To turn down (To refuse)
The officer turned down his proposal

To turn over a new leaf (To change for the better)
After marriage he has turned over a new leaf and given up all bad habits

To twist one s tail (To annoy)
Why do you twist her tail for nothing on the question of dowry

To turn one s back upon (To abandon)
He has turned his back upon gambling drinking after marriage

To talk under one s breath (To murmur)
The conspirators were talking under their breath and I could not make any head or tail of it

To talk through one's hat (To talk nonsense)
Do not take him to the Picnic Party he will talk through his hat there also

U

Ulterior motive (Some selfish motive)
He is helping you with some ulterior motives

Up to the hilt (Completely)
It has been proved that he is a rogue (up) to the hilt

Uphill task (Difficult task)
To solve the Kashmir problem is an uphill task

Under the spell (Under the influence of)
He gave him all what he had under his spell

Under an illusion (Under mistaken belief)
All along he had been under an illusion that his relatives would help him in need

Under one s belt (In one s possession)
He is a very tactful man and keeps everybody under his belt

Under the table (Secretly)
The conspirators were making plans under the table to dethrone the King

A utopian project of Scheme (An impractiable scheme or Project)
To set up a new library in J J Colony is a utopian project

Under a cloud (Doubtful suspicious)
It seems his movements are under cloud

Under lock and Key (In safe custody)
Always keep your ornaments and documents under lock and key

Under the thumb (Under influence)
Generally h ghtly educated ladies keep their husbands under the thumb

Under the rose (Secretly)
He is playing some mischievous act under the rose

Under the Sun (On the earth)
Taj Mahal is the most magnificent historical building under the Sun

Up and doing (Active)
He is very smart and active you will always find him up and doing

Ups and downs (Various events in life)
He has seen all the ups and downs of life Nobody can cheat him

Upto the mark (Upto the required standard)
You cannot be given promotion as you are not upto the mark

Under the nose (In the presence)
The boys made a noise under the nose of the class teacher.

V

In vain (without any fruitful result)
He tried in vain to bring him round to his point of view

To venture on (To dare to take up a difficult job)
It is very risky to venture on this new business

On the verge (On the point of)
He is on the verge of his retirement but his liabilities are still outstanding

Well versed (Thoroughly acquainted)
He is well versed in audit and accounts

Via media *(Middle path)*
We should try to find a via media to settle the dispute between the two brothers

Vice versa (Making an interchange of position)
I thought him my friend but the vice versa he is not true

Vexed question (A disputed question)
Kashmir problem is a vexed question for both India and Pakistan,

Vacant frivolities (Useless momentary pleasure)
He always wastes his time and money in vacant frivolities

Valvet tread (Walking softly)
I saw the queen walking with valvet tread

Virgin soil (Soil never been cultivated)
In India there is still virgin soil

To vie with (To compete with)
Both of them are working hard to vie with each other in the examination

W

To wait upon (To call on somebody with a petition)
He waited upon the director for two hours to get his grievance re dressed

To wash one s hands of (To disown the responsibility)
When he saw that the things were going against him he washed his hands or the whole affair

To wash dirty linen in public (To discuss private matter in public)
It is not wise to wash dirty linens in public as it lowers the prestige in the society

Ways and means (Necessary funds and manners of procuring them)
It is for him to find the ways and means for repayment of his debt

A wasp s nest (A place infested with enemies)
It is a wasp s nest you should not thrust your hand in it otherwise you will come to grief

Weal and woe (happiness and sorrow)
He promised to stand by me in weal and woe

Wear and tear (damage by constant use)
Wise businessmen always make adequate provisions for wear and tear of their machinery and plant

Well in hand (Under control)
The city is now quiet and the situation is well in hand

A white lie (A statement which is verbally true but essentially false)
I told a white lie to save the life of my friend

A white elephant (Costly but useless)
An American lady for an Indian is a white elephant.

To show white feathers (To show cowardice)
He always boasts his courage and fearlessness but showed white feathers when the robbers attacked him

To win laurels (To win honour)
The Indian army won laurels in the battle against Pakistan in Kashmir

To wink at (to singal with an eye)
He told his mother, winking at me that he has failed in the examination

Wishful thinking (A wish which cannot be fulfilled)
It is only a wishful thinking that the problem of unemployment and poverty will be solved in two years

To wile away (To waste)
You always wile away your time in idle gossips

Well off (Prosperous)
He is well off these days

A wild goose chase (*A fruitless attempt*)
For a matriculate to think for IAS exam is nothing but a wild goose chase

Well-waded with conceit (Proudy)
I do not want to be friend with him he is well-wade with conceit

Wet Blanket (One who discourages others)
Never seek his advice he is a wet blanket

Whip and Spur (With utmost haste)
He packed his buggage with whip and spur

With open arms (cordially)
He received his friend with open arms

With might and main (*With full force*)
He fought the enemy with might and main

With flying colours (With great success)
He passed the examination with flying colours

With one voice/with one accord (Unanimously)
They chose him the monitor of the class with one voice

To worship the rising sum (To respect a person in power)
This is order of the day that every body worships the rising sun

To wipe one s eye (To give comfort)
Nothing can wipe the eyes of a young lady who has lost her husband

XYZ

To X-ray (*To examine thoroughly*)
I X-rayed his face to examine his real feelings

To spin a yarn (To tell a tale)
Some students are expert in spinning yarns to prove their absence from the school

To look young for one s years (To look younger than actual age)
The Principal of our College is more then 50 years old but he looks younger for his age

To do yeoman service (Great service) (substantial work)
Sardar Patel did a yeoman s service in the cause of the integration of the States

Zig Zag (Irregular)
We reached the top of the hill by zig zag way

Zenith of Power (At the height of power)
In ancient days the glory of *India was at the zenith of power*

With zest and zeal (With great enthusiasm)
He started his business with zest and zeal and made a wonderful progress

Year in and year out (Year-after year)
He discontinued his business as he suffered a loss year in and year out

To yield up the ghost (To die)
When did he yield up the ghost

SECTION 8

ESSAYS

(10 Modern Essays)

1 The Holi Festival

Holi is one of the most important festivals of Hindus It is celebrated with great pomp and show by the Hindus all over India This festival in fact is a gala day and is called festival of colours It is celebrated in spring season the best season of the year It is neither too cold nor too hot in this season

There are different opinions about the celebration of this festival Some people say that it is celebrated in the honour of Lord Krishna who killed his maternal uncle Kans the cruel demon king The people were fed up with his atrocious treatment They thanked Krishna and celebrated the occasion by playing with coloured water

Some people hold the opinion that this festival is celebrated in the honour of Prahlad the son of a proud king Hirna Kashyap who thought himself better than God Prahlad did not like the behaviour of his father He worshiped God the supreme creator of the whole universe His father was annoyed with him and ordered that he should be thrown into the burning fire Since he was the true devotee of God not a single hair was injured Truth triumphed Evil and falsehood were defeated From that day Hindus celebrate this festival as a symbol of Victory over evil

Ladies and Gents throw coloured water on their friends relatives and even on strangers No body feels annoyed on this day They beat drums and sing songs and go from door to door with Gulal in their hands

At night a heap of fire wood is made The ladies throw rice incense into it It is lit and burnt to singnify that the evil has come to an end On this old differences are dissolved and forgotten Friends and enemies become one on this happy day They sit together and enjoy dainty and delicious feast Everybody looks in a jolly and happy mood

2 Importance of Games in life

Games play a very important role in our life A man s life is incomplete without games They are a part and parcel of our life The development of man s mind & spirit depends upon games The healthy mind resides in a healthy body We cannot deny this *fact that the games contribute a great deal in making a man physically mentally and spiritually* fit The games are a key to physical fitness He who plays games regularly maintains a good health They increase appetite and keeps man s digestion in order

Games are a source of recreation and a wonderful diversion of the mind A man forgets worries and anxieties for some time

There is an old saying that all work and no play makes Jack a dull boy So we can say that games are very essential for the development of body and mind We cannot expect a healthy mind & a healthy spirit in body which is suffering from one disease or the other Games bring out a total personality in a man Games bring a spirit of cooperation and brotherhood One can learn team spirit and discipline through games We learn honesty integrity and some of the noblest principles of life through the medium of games

The games infuse a quality of deligence patience and perseverance in a man

The games lead a man to work out the path of progress and restore confidence in him

3 A Visit to the Zoo

A visit to the zoo is very educative It is a source of enjoyment and happiness A day in the zoo is more interesting than reading ten books on animal life A zoo is a place where birds beasts and animals are kept Some of the animals are imported from abroad for the zoo The wild animals like tigers lions and leopords are seen roaming about freely in their enclosures Delhi has many places of interest and amusement & Delhi zoo is one of them A zoo is a place of fun especially for children Once I along with my family visited Delhi zoo It is situated on Mathura Road near Purana Qila We reached their by D T C bus We were in high spirit On that day there was a great rush of visitor A path runs throughout the zoo and a ditch filled with water runs along the path It prevents the animals from escaping from there cages At the same time it adds to the charm of the place The zoo is divided into different sections

The first section starts with the birds On either side of the path there were larger cages Pigeons parrots and sparrows were twittering and hopping on their perches in the cages There were many strange types of birds which we had never seen before

The next attraction was the section of the water birds There were swans the king fishers herons cranes & ducks They provided colour and excitement to the visitors We saw different kinds of fish in a big pond We saw tortoise and crowcodile also

The section of the wild animals was the most thrilling for all of us There were bears lions tigers and panthers

We enjoyed a joyride on elephant The day was very happy at the zoo It was very interesting and added to our knowledge The memory of the zoo still hovers in my mind and will remain ever green

4 College Life

College life has its own charm and attraction It is the burning desire of every student to enjoy college life The life of a college student is quite different to that of school going student It is an old saying that no knowledge without college The college is a stepping stone to our knowledge Everybody wants to command great power & authority but the secret of power lies in knowledge which we get from college Before entering the college a majority of us are like dumb driven cattle We lack some of perception and judgment The knowledge of every student is very shallow which proves that a little knowledge is a dangerous thing It is the life in the college which teaches us manners ettiquates and how to move in society It cannot be denied that educated and learned persons have always an advantage over those who are either ignorant or possess little knowledge It is the college that widens our brain faculties and it is the brain power that distinguishes his man from animals Power of knowledge is better than physical strength College life gives intelligence as we come accross with persons of different intellectual qualities It is the experience and society among learned man that makes a man master of knowledge At college we require scientific knowlege and technological advancement and these exercise great influence over the developing nation of the world All such knowledge is attributable to college life

Besides this the college life gives us fashion in almost everything We can think of namely fashion in dress ornaments manners etiquette customs food drinks, pastimes and amusements Everybody becomes crazy for fashion At college boys and girls seen care

free They wear showy dresses They believe in eat drink and be merry no one knows tomorrow you may die Some acquire knowledge and make the best use of their time while others waste their valuable time in useless activities They squander their parents hard earned money in unprofitable occupations However the college life *is a thing of beauty and* joy for ever It is the cherished ambition of everybody to have a taste for it

5 Id

Id is an important festival of Muslims It is celebrated at the end of the month Fasting i e Ramzan It is obligatory for each each and Muslim to observe one month s fast during Ramzan After the expiry of this period of thirty days the celebration of Id takes place

The fasting for thirty days during Ramzan is one of the foundation of Islam which are namely

(*i*) ' Kalma God is one and unique and Mohd Sahib was His Prophet

(*ii*) Prayers 5 times a day

(*iii*) One month s fasting during Ramzan

(*iv*) Zakat donation to the extent of 2½% of one s savings

(*v*) Pilgrimage to Mecca called ' Haz once in life subject to availability of one s resources

Fasting for thirty days is *obligatory* for every muslim *during Ramzan* The fasting *for this period is a sort of penance where Muslims restrain themselves from evils and lead a* pious life during this period This period of fasting has been laid down in the Holy Quran itself symbolising the period of *Purification*

At the end of fasting celebrations are made and is called Id ul Fitar

On this day fasting itself is prohibited The Muslims eat and put on the best clothes available with them They go outside the city walls in large congregation at a place called Idgah and offer their prayars and thanks to the Almighty God by offering two Rakats of Namaz collectively

Moreover every *well to do Muslim is ordained to give* 1½ *Kg of wheat or its equivalent* cash to their needy brothers This donation is called Fitra This is given on behalf of each member of the family The very purpose of it is that no one should go without food on this day

6 Punctuality

Punctuality means observance of time Time is money and must be valued by all Punctuality is a quality and virtue which is cherished by all It differs from man to man. *For king s and high dignitaries it is their greatness and* politeness For a common man it is his duty and for a business man it is a necessity

The habit of punctuality is inculcated and infused in a child since birth The duty devolves upon parents teachers and guardians It leads a man to prosperty and greatness It creates a sense of duty and responsibility in a person

Non observance of punctuality causes annoyance dis respect and hatred It losses the prestige of a person in the eyes of others

History is a witness that due to non-punctuality by one of the generals of Nepolean he lost the battle and had to suffer imprisonment at the hand of Allies

Punctuality gives a sense of duty security order and discipline In case a man is punctual in his appointment he commands respect in the society and on the other hand a person who lacks this quality has to cut a sorry figure and becomes a source of annoyance displeasure, dis respect and inconvenience for others

Punctuality is a symbol of national characteristics It is a mirror which reflects the character of an individual

We should be punctual in every walk of life i e in our prayers morning walks meals attending office or business or sleep

Punctuality has untold advantages and no vice or disadvantages It is a key to success in every sphere of life of every individual

7 Lala Lajpat Rai

(A great Freedom Fighter and a National hero)

Lala Lajpat Rai 'The Punjab Kesari or the lion of Punjab was born in a small village of Punjab in 1865 He was not born great but achieved greatness He was a true patriot He was both interested in literature and politics He started his practice as a lawyer and later on gave up this profession He became the follower of Mahatma Gandhi and joined Freedom Movement He had a firm faith and belief in the principles and missions of Arya Samaj He was a great reformer He fought against untouchability and always worked for the uplift of Harijan s He was in favour of women s education He established many educational institutions He possessed intellectual qualities He was a great writer and speaker He wrote a book Unhappy India This shows that he was a man of high calibre He opposed the Britishers and criticised their policy and consequently he was transported to Burma in 1907

On the expiry of the term he joined Non-Co operative Movement started by Mahatma Gandhi and went to jail many times He opposed Simon Commission in Lahore He was Lathi charged by the police as a result of which he died His death was a great blow to the freedom movement His death was mourned by the whole country

There were open demonstrations throughout the country against British rule in India His devotion cannot be questioned He was a true patriot and lover of his country He was honoured in the country for his patriotism heroism and self sacrifice He laid stress for the need of Hindu Muslim Unity He was a helper sympathiser benefactor of all human beings His name will ever shine as long as the sun exist in the sky He has become immortal due to his sacrifices and patriotism

8 Modern Fashion in Dress

To wear gandy and showy clothes is the order of the day Men Women and Children all have become crazy for fashion Young generation has become so fashionable that it has led to nudity or nakedness Exposure of the body to the maximum has become a part and

parcel of the modern fashion Today s *fashion is leading men and women towards primitive* age where men know no dress and lived naked like other wild beasts With the growth of intelligence and passage of time he started to cover his body

Now a days the fashion in dress has been under going a rapid change In olden days the very purpose to clothes one self was to protect against cold and heat of the Sun

With the advancement in science and Technology the simplicity in dress has given way to fashion and variety

Today fashion in dress is in full swing The showy and dark coloured clothes are equally liked by young *and old The fashion in dress has* gone a fast change that it has become very difficult to distinguish a boy from a girl Now there is no difference in dress of a male or female Today their craze for the fashion is touching the sky The girls wear sleaveless shirts bell bottoms Lungis in Burmese style Jeans and prefer maxis They look like butter flies On the other hand the boys are also not lagging behind in pursuit *of fashion Mo:e than half the belly and back of a modern woman is* exposed *to the wind and* weather and their Sarees have also gone below hips If seems that they are going to beauty competition This fashion has adversely affected the young people and has resulted in distraction of their studies and work

Fashion is not an evil if *it is adopted to a proper limit We must draw a line* We should not follow others blindly Nudity is not a symbol of advancement of civilisation but on the contrary it will lead to the earliest stage of men where the man covered them seveles to the minimum

9 Importance of Work

Work is worship is an old saying Worker gains popularity and a shirker is condemned *by all Some people think themselves happy if they have* no work to do but it is not true Idleness is the root of all evils Life becomes a burden for them We feel tired of work and not because the work is tiresome or unpleasant It is overwork that tells upon our health A fair amount of work gives happiness and is always pleasant

It is the work that commands respect in the society and on the other hand an idler is always looked down upon by all He is like a beggar who lives at the *mercy of others* Handsome is that handsome does is the quality of a worker Regular work keeps a man healthy and developes personalities in a man and builds up his character

It is the work that infuses a spirit of punctuality regularity honesty integrity and sincerity in an individual A man who is always busy about his work finds no time for fall ing a victim of vicious habits like gambling drinking etc Thus work keeps him away from many vices and serves him from being ruined Honest work keeps a man s head high in the eyes of others and his *prestige is never lowered A Poet has rightly said*

'Work apace work apace Honest labour bears a lovely face

Work plays a very important role in every *man s life There is no substitute of hard* and honest work

It is the work that leads a man to the *path of glory and progress*

There is no depth of the ocean no height of the mountain remain invincible if aided by earnest and honest work *It is the work that* brings alround happiness in life as a man He enjoys self reliance confidence independence from all corners

Thus we can say that rest is rust work is worship .

10 Good Manners

Good manners are symbols of civility They cost nothing but pay in the long run They show the nature of a man and also depict their family background Good manners consist in to behave politely and speak gently and to act in a right manner and right spirit

No legislation can be made against bad manners An ill mannered is contemplated and despised by all and loses his popularity He is called rude and impertinent and is not at all respected by any body

Good manners add charm and beauty to a man's life He earns a good name where ever he goes He is honoured in his own land and abroad as well They make man s personalities and help him to gain popularity in the society

Good manners demand that while speaking in the society we should be polite with a reasonable loud tone and give others to share a fair portion of the conversation It should not be one sided talk

We should pay due regard and respect to young and old We should acknowledge a service done to us and feel sorry for our wrongs Good manners make our life smooth running They work like oil in a machinery They give birth to wisdom honesty truth fullness and many other such qualities that form our personalities They make our life simple and well discipline They make the atmosphere congenial and pleasant but on the other hand bad manners spoil it

Such as evil begets evil love begets love, hatred, begets hatred in the some way good manners also act Good manners win friends and bad manners turn them into enemy Good manners make the atmosphere in the society peaceful calm and quiet and minimise quarrels and disputes

Ideal weights of men and women

Weight depends as much on build as on height The ideal or desirable, weight – the weight medical records show is associated with [illegible] health – can be more than a stone heavier for a man of large build than for one of light build but of the same height Ideally a 2[illegible] -old should weigh within [illegible] 4 pounds of the we[illegible] these tables The ideal [illegible] then rises by a[illegible] out a pound a year until the age of 45

Men



Height	Weight: Small build	Medium build	Large build
5 ft 1 in.	8 st 4 lb	8 st 12 lb	9 st 8 lb
5 ft 2 in	8 st 7 lb	9 st 1 lb	9 st 11 lb
5 ft 3	8 st 10 lb	9 st 4 lb	10 st 0 lb
5 ft 4 in	8 st 13 lb	9 st 7 lb	10 st 4 lb
5 ft 5 in.	9 st 3 lb	9 st 11 lb	10 st 7 lb
5 ft 6 in	9 st 7 lb	10 st 1 lb	10 st 12 lb
5 ft 7 in	9 st 11 lb	10 st 5 lb	11 st 3 lb
5 ft 8 in.	10 st 1 lb	10 st 9 lb	11 st 7 lb
5 ft 9 in.	10 st 5 lb	10 st 13 lb	11 st 11 lb
5 ft 10 in.	10 st 9 lb	11 st 4 lb	12 st 1 lb
5 ft 11 in	10 st 13 lb	11 st 8 lb	12 st 6 lb
6 ft 0 in	11 st 3 lb	11 st 3 lb	[illegible] st 11 lb
6 ft 1 in	11 st 8 lb	12 st 3 lb	13 st 2 lb
6 ft 2 in.	11 st 12 lb	12 st 8 lb	13 st 7 lb
6 ft 3 in.	12 st 2 lb	[illegible] st 13 lb	13 st 11 lb

Women



Height	Weight: Small build	Medium build	Large build
4 ft 8 in	6 st 11 lb	7 st 4 lb	8 st 0 lb
4 ft 9 in	7 st 0 lb	7 st 6 lb	8 st 2 lb
4 ft 10 in.	7 st 2 lb	7 st 9 lb	8 st 5 lb
4 ft 11 in.	7 st 5 lb	7 st 12 lb	8 st 8 lb
5 ft 0 in.	7 st 8 lb	8 st 1 lb	8 st [illegible] lb
5 ft 1 in	7 st 11 lb	8 st [illegible] lb	9 st 0 lb
5 ft 2 in.	8 st 0 lb	8 st 6 lb	9 st 4 lb
5 ft 3 in.	8 st 3 lb	8 st [illegible] lb	9 st 8 lb
5 ft 4 in.	8 st 7 lb	9 st 2 lb	9 st 12 lb
5 ft 5 in.	8 st 11 lb	9 st 6 lb	10 st 2 lb
5 ft 6 in.	9 st 1 lb	9 st 10 lb	10 st 6 lb
5 ft 7 in.	9 st 5 lb	10 st 0 lb	10 st 10 lb
5 ft 8 in.	9 st 9 lb	10 st 4 lb	[illegible] st 0 lb
5 ft 9 in.	9 st 12 lb	10 st 8 lb	11 st 5 lb
5 ft 10 in.	10 st 2 lb	10 st 12 lb	11 st 10 lb

SECTION 9

Words Commonly Used in Official Noting & Drafting

Above mentioned
Acknowledge receipt
Action as at A above
Action—departmental
Adjourned SINE DIE
Administrative approval may be obtained
Administrative functions
All concerned to note
Allotment of funds
Appear for interview
Application may be rejected
Approved as proposed
Approved subject to the observations at A
Arrears statement
As above
As directed
As early as possible
As far as possible
As far as practicable
As may be necessary
As modified
As regards
As required
As revised
As the case may be
As the circumstances of the case may require
A substitute *may be appointed as an interim arrangement*
As usual
At any rate
Attached to
Attention is invited to Circular No dated
At the instance of the Director
Await
Await further comments
Await further report
Await reply

Better accept the proposal
Break in service
By return of post
By virtue of office
(To) Call for recommendations

Case is closed now
Case is to be reviewed
Channel of *correspondence*
Character and antecedent of Government Servants
Circulate and then deposit
Circulate and then file
Communication means
Confidential record
Contempt of Court
(The) Contention is untenable
Context, particula
Copy applied for
Copy enclosed for ready reference
Copy forwarded to
Copy with a spare copy forwarded to the Controller for information
Correspondence resting with your D O letter No

Day to day administrative work
Delay is regretted
Departmental action
Deposited in record room
Deputation to foreign service
Despatch
Discrepency in accounts
Discrepency to be reconciled
Discuss
Dismissed
Draft as amended
Draft for approval
Draft reply as suggested above
During the pendency of the case

Early orders are solicited
Efficency of administration
Efficient and successful working
Enquiry to be completed and report submitted
(To) Examine the proposals in the light of observation at A
Exclusive Jurisdiction
Executive power
Ex officio
Ex parte statement
Explanation be called for
Ex post facto sanction
Expressly enjoined
Extract should be taken
Extra territorial operations

Failing which serious action will be taken
File
Fair copy
Financial irregularities
For approval
For comments
For communication to all concerned
For compliance
For consideration
For disposal
For enquiry and report
For an expression of opinion
For guidance
For information and necessary action
For the purpose in question
For perusal and return
For ready reference
For such action as may be deemed necessary
For suggestions
Forwarded for consideration
Forwarded for orders
Forwarded for compliance
Functions-administrative
Further orders will follow

Government desire that
Government consider it desirable that
Government is of the opinion that

Held in abeyance
Herewith enclosed
explanation should be obtained

I am directed to
I am desired to
It is submitted
I have the honour
Immediate action
In accordance with orders
In an existing vacancy
In case of doubt
In certain cases
Incidentally it may be observed
In compliance with your memorandum No
In consequence of
In consistent with orders
In continuation of my letter
Incumbent on an office
In due form
In favour of
In inviting your attention to
In partial modification of
In preference to
In persuance of
In response to
Instructions are awaited
In supersession of
In support of
In hese circumstances it is requested that
In the course of time
In the interest of public service
In tthe light of the facts mentioned above
In original
In this connexion I have ro state that
In this manner
Is in order
Is referred to
Issue as modified
Issue of this is authorized
It has since been decided that
It will be appreciated if

Joined duty
Judgment in appeal
Justification for the proposal

Keep perding
Keep with the file

Last pay certificate
Let Appointment department be consulted
Maintenance of discipline
(To) *Make interim arrangements*
(To) Make reference to Government on this point

Marginally noted
Matter may be referred to the Director
Matter is under consideration
May be considered
May the Department be informed accordingly
May I know when orders in the reference may be expe cted
Mentioned above

No action necessary File
Null and void

Objections have been dealt with
Observations made above
Obtain formal sanction

Office proposes
Office regrets
Office suggests
Office to note carefully
On the contrary
On the other hand
On relief by
Orders passed

Personal attention is required
Please discuss
Please give early attention to
Please put up previous papers
Please refer to letter No
Please take a special note of
Please treat it as most urgent
Practically experienced
Preference in order of
Provision shall apply
Mutatis Mutandis
Published for general information

Receipt acknowledge
Recognition already granted will be withdrawn
Reimbursement of medical charges
Reject
Remarks adverse
Removed from office
Reply not yet received
Retrospective effect
Returned duly Endorsed
Rule making control
(A) Ruling from Government of India should be obtained

Sanction
Sanctioned as proposed
Sanction is hereby accorded
Seen File
Self contained note
Self-contained note is put up
So far as practicable
Subject matter
Subject to the approval of
Submitted for information
Submitted for orders
Submitted for approval
Sumbmitted for perusal
Submitted with reference to the orders on the previous *Page*

Temperate and courteous language
Tentative proposal
The undersigned is directed
The question at issue
There is no reason to *interfere*
There is no cause to modify the orders already passed

Under intimation to this office
Under paragraph
Urgently required

Vested interest
Voted expenditure

With reference to your letter

Yours faithfully
Yours sincerely